

2023-2024

TECHNOLOGY ADVISORY COUNCIL (TAC)

MINUTES

Date: November 29, 2023

Time: 10:00am

Location: Stephens Conference Room

Present: Steve Peters, Brendan Beal, Cassie Raulston, Sheila Brandt, Aaron Mahaney, Hilary Dutton, Wesley Hallman, Wyatt Hall, Abbie Paul, Joe Walsh, Barbara Ann Lewis, Tomeiko Scott, Kira Thomas

Absent: George Lytle, Marcus Lane, Shafqat Shad, Amanda Fox, Alicia Smith, Kathy Adams, Coty Jones, Josh Miller, Amiee Mellon

Guests: N/A

1. The meeting was called to order at 10:01 AM
2. Previous meeting's minutes were approved.
3. Dr. Walsh presented the email policy to the board during their November meeting. The policy was approved and is currently active. IS&T should have the web update as well as dynamic form ready to go by the Spring semester but if someone requests a change before then, they are able to do so since it has been approved. The email alias change will be a simple request that is done through the form; however, users will need to understand that they will still need to use their original email alias to log onto UM systems.
4. TAC Subcommittee membership was reviewed for 2023-2024. In the last meeting, we noted a few spots were needed to be filled to allow for adequate representation across the campus community. Ben Hayes has been added to the Academic Support committee. Ashley Baugh will be on the Policies and Procedures committee. Digital Communications added Jen Elliot and they are still working with Coty on physical plant representation. All other committee spots have been filled based on our discussion. Wesley requested feedback based on the lists sent around, no objections or concerns from the TAC members in the room. Motion to approve and seconded to approve membership as listed.
5. IS&T Strategic Plan: Dr. Walsh advised that the current IS&T Strategic Plan lapsed at the end of 2022. Joe advised that work on the new plan will begin in the Spring. He would like there to be university-wide collaboration in the development of the new plan with TAC having heavy involvement. Dr. Walsh would like to lay out the framework, and then develop a method of collecting input from different areas for what they would like to be included.

Dr. Walsh brought up the possibility of a subcommittee being involved. Wesley suggested that each TAC member be the liaison for their perspective departments and have the Policies and Procedures committee review and draft out the framework. Amanda Fox & Cassie Raulston were involved in the last strategic plan and will be pivotal to TAC's involvement in developing the new plan.

Joe's plan is to keep things simple and precise. When we look at the core areas, they need to be categories that can be sustained over time. Joe

wants to start working on this in the Spring so that we can have it in place quickly. We will begin working on this in the January TAC meeting.

6. CIO Updates

- 6.1. IS&T's annual planning retreat will be held on Wednesday, December 13, 2023, at the American Village.
- 6.2. UM will host the semiannual meeting of the Alabama Colleges Chief Information Officers Council (AL-CIOC) on November 30 - December 1, 2023. The AL-CIOC is comprised of the chief information officers from all state universities and colleges in Alabama.
- 6.3. Mike Welborn, IT Analyst II for Academic Support has resigned from his position. His strong skillset was an asset to UM and will be missed. The job description for this position is in the process of being updated and will be posted at the beginning of the spring 2024 semester.
- 6.4. The IS&T website has been updated thanks to Gabriel Martires, Web Applications Specialist. These updates are not substantive and only serve to remove obsolete information and streamline the site temporarily until the new site can be developed and implemented.
<https://www.montevallo.edu/about-um/administration/academic-affairs/information-services-technology/>
- 6.5. The following IS&T policies have been created or revised and will need prompt attention by the Policies and Procedures Subcommittee in order to be ready for Board of Trustee review and approval in February. The TAC Policies & Procedures Subcommittee agreed to begin reviewing these policies immediately with hopes of presenting them to the TAC at the January 24, 2024 meeting.

01:004	Data Storage	New
01:006	Electronic Mail	New
01:008	Employee Computers	New
01:010	Use of Information Resources	Revision
01:011	Information Technology Security Program	Revision
01:024	Mobile Devices	New
- 6.6. Wesley provided updates that were in line with the CIO updates regarding the website redesign. He advised that the leadership team has finalized a survey to be distributed the broader campus community that will roll out in January.
- 6.7. Wesley also advised that we are in the final stages of completing the Slate contract. UM will host interviews this Friday, December 1st for the CRM data analyst position with a goal of having them start in January.

7. Subcommittee Reports

- 7.1. Academic Support-The Academic Support Committee has not met since our last TAC meeting. Barbara Ann advised that the window for submitting requests for classroom updates has closed. Tomeka will reach out to the departments who submitted an application, get an idea of what they're looking for and get some price quotes. The committee will meet in January to review each of those applications. There were 16 applications, and they will see what funding will allow for those requests.
- 7.2. Digital Communications-No updates
- 7.3. Executive-No updates

7.4. Policies and Procedures-will be meeting soon regarding the procedures presented by Joe.

7.5. Projects and Planning-Wesley reported on behalf of Kathy Adams that they are working with functional areas to prepare for testing year-end updates to process the tax forms in January.

8. Other Business-No new business to report.

9. Meeting adjourned at 10:45; the next TAC meeting will be January 24th.