Minutes (available on web and already distributed by listserv)

ITPB Attendees: Chair Chris Foote, Christine Borgman, Jim Davis, Janice Koyama, Mike McCoy, Sam Morabito, Tom Phelan, Lisa Spangenberg

Guests: Esther Woo-Benjamin (OIT)

1. Reports

   a. SB 1386

      Jim Davis distributed draft campus communication and policy documents that make up UCLA’s initial response to SB 1386. These documents are being distributed today as a Deans and Directors communication. Because new legislation requiring disclosure of security breaches of personal information contained in computerized data went into effect on July 1, 2003, UCLA needed to take action on an interim basis while the policy is being vetted through the ITPB.

   b. Data Protection Board

      An ITPB task force is being formed to work on planning for a privacy and data protection board to oversee implementation of policies and to review all new data collection plans.

   c. Email Model

      The ECC Email Model Task Force is very close to agreement on a set of recommendations. A report is expected within a couple of weeks.

   d. VoIP

      Voice over IP is one of a number of network-based services for which UCLA needs to position itself. The Medical Center’s VoIP Pilot Project has been in operation for about six months and is producing good results.

   e. Re-appointment Letters
3 year term re-appointment letters to Board members is in progress. Included in the letter will be a revised charter. Chris Foote would like each Board member to notify him when the letter is received.

f. How to Make the ITPB More Effective

The Board brainstormed on this topic for a few minutes. Suggestions included: make meeting agendas less crammed; take formal positions and make recommendations clear; use subgroups for detailed analysis and bring recommendations back to larger group; minimize large presentations; focus more; get documents out earlier; identify major subject areas or issues for the year and start appointing subgroups in advance, giving them more time for analysis; use the retreat to think through agendas for the year.

2. Discussion of Chancellor’s May 16, 2003 Cost Reduction Measures Memo

The cost reduction measures outlined in the Chancellor’s memo are based on ITPB suggestions resulting from meeting discussions. They are all initiatives the ITPB has been tracking. The intention is to focus on campus wide infrastructure opportunities to use resources more effectively by: 1) providing greater functionality/ availability/ reliability without increased costs; 2) freeing up resources for realignment; 3) reducing costs; and 4) positioning for campus services.

Proposed recommendations for campus wide action aimed at cost avoidance and cost reduction include:

- Encourage continued use of KST contract for computer products and services
- Encourage use of new Microsoft Consolidated Campus Agreement
- Encourage use of new campus supplier alliance for technical personnel
- Accelerate implementation of an aggressive and coherent IT security and data protection strategy, taking advantage of consolidated measures
- Leverage IT training needs
- Emphasize use of campus authentication and directory tools
- Position the campus for more business with the individual via email
- Consolidate email and calendaring systems where appropriate

The Board endorsed these as directions for the campus, in response to the Chancellor’s message.

3. ITPB September Retreat

Suggestions for Retreat topics include: Privacy and Data Protection; Chancellor’s Cost Reduction Measures (central vs. distributed); and Voice and Network Services (VoIP). Also suggested, as part of analyzing cost reduction measures and as a general issue, is examination of the roles of the various IT organizations on campus (e.g. OID, CTS, AIS).
4. **Future Meetings:**
   - September Retreat – looking for a 12-5 p.m. time slot; considering 9/19
   - Fall Quarter meetings – looking for a 2-4 p.m. time slot; alternating between Tuesdays and Fridays?

5. **Action Items**
   - Schedule Retreat and Fall Quarter meetings (Gwen Kingi)
   - Consider inviting Mike Schilling to be an ITPB member (Chris Foote)

6. **Adjourn**