Attendees: Rebecca Cooke, Ingrid Stafford, Betty Brugger, Eve Jeffers, David Keown, Kathy Tessendorf
Absent: Michael Mills, Sheila Driscoll

Discussion: The membership had a general discussion of the scope of the committee charge including physical security, business continuity planning, redundancy, availability business plans, and classification of systems. This discussion also included which of these topics was being addressed by the EYP report and by RACC and what is appropriate for the Administrative Subcommittee to address.

Discussion next centered on the need for 24X7 access to enterprise systems. It was concluded that there are several reasons to consider 24X7. These include the desired level of service that the University wants to provide, criticality of a systems for ongoing support of conducting normal business and needs during unscheduled business interruption. For example, email availability falls into all three of these categories. However, an application like eRecruit should be available 24X7 as a preferred business practice, but would not be requested to be available during a disaster. The current trend of schools providing global programs also increases the need for 24X7 access to systems.

It was decided that business continuity planning documents could yield some useful information regarding the tiered classification of system so that work would not have to be done from scratch. The first tier of these systems would likely be requested to be available 24X7 and have redundancy provided.

A RACC document called Current and Known Demand (reference - 10/26/07 RACC Meeting) which lists the servers located outside of the central datacenter was distributed in hard copy. This document focused mostly on school and departmental based servers that would create demand in the central datacenter should they be requested to move. This document gave the subcommittee some information regarding work already being done with departments and it was decided that departmental requirements would not be the focus of our concern. The needs of departments for data from enterprise systems may be included in our report if time allows.
Research and Administrative Computing Committee (RACC)

Minutes of March 17, 2008
Meeting of Administrative Computing Subcommittee

Assignments:
Each committee member will submit relevant metrics from their respective areas regarding future business plans. Metrics should reflect growth in categories such as services, population, or usage. Examples of the type metrics resulting from business plans could be increases in applications, donor base, numbers of students, numbers of academic programs, etc.

Ingrid volunteered to contact Research Administration, Weinberg and McCormick to get their input.

Betty will be responsible for requirements related to email and calendar.

Next Meeting:
There will not be meeting on March 31. Business of the committee will be conducted via email with assignments due from committee members by March 31.