

TRC Meeting Agendum & Minutes

Date: February 17, 2011 Time: 10:00 AM

Location: ISD GRAND CENTRAL

Y	Clint Hubbard APD	Y	Diane Schaller ISD	N	Eddie Andujo FCS
N	Dane VanPelt ISD	Y	Brian Osterloh ISD	N	Patrick Frias AVI
Y	Robert Nunez DMD	Y	Lt. Jeff Remington APD	N	Tony Schupp SWD
N	Joe Saraphon TRANSIT	N	Chris Framel WUA	Y	Danny Nevarez EHD
Y	Dave Mathews CSD	Y	Gary Anderson Senior Affairs	N	Kyle Roth Planning
Y	John Meier CSD-Library	N	Michael Silva Animal Welfare	N	Andy Garcia Parks & Recreation

WHAT	WHO	TIME	MINUTES
Housekeeping:			Next TRC Meeting is on March 3, 2011
Call to order	Diane	1	
Roll call	Lydia	1	
Approval of the Agendum:	Diane	1	
Review Minutes from previous TRC	All	2	Previous TRC 02-03-11: http://www.cabq.gov/isd/documents/trc.2011-02-03.pdf Jeff Remington made motion to approve agendum. Brian Osterloh second the motion. Remaining agreed.
Unfinished Business:	All	0	
Routine Business:		0	
Review TRC Request	All	0	<ul style="list-style-type: none"> • None
Review and Approval of	All	20	New <ul style="list-style-type: none"> • Software Licenses (New) -Brian Osterloh made motion to review in 2 weeks. Danny Nevarez

Policies, Procedures & Standards			<p>second the motion. Remaining agreed.</p> <p>Hardware/software policy</p> <ul style="list-style-type: none"> • IT Services Manager Approval Authority (Revised CIO Approval Authority) - Robert Nunez made motion to approve. Danny Nevarez second the motion. Remaining agreed. • Information Technology Procurement - Danny Nevarez made motion to approve. Dave Mathews second the motion. Remaining agreed. <p>Revised</p> <ul style="list-style-type: none"> • Technical Review Committee - Revised – Brian Osterloh made motion to approve. Dave Matthews second the motion. Remaining agreed. <p>Review</p> <ul style="list-style-type: none"> • Electronic Document Retention (Review) – Brian Osterloh made motion to get a report with outdated standards and review with an architect team. Dave Matthews second the motion that this should be reviewed. Remaining agreed. <p>Deprecated</p> <ul style="list-style-type: none"> • None <p>Discussion</p> <ul style="list-style-type: none"> • None
New Business	Various	15	<p>Discussion of the following issues :</p> <ul style="list-style-type: none"> • Update I-series Job Specs –The I-series job specs should be updated to match the duties. • Trend and Thumb Drives – Danny Nevarez stated that auto run executable is infected and causing problems. Brian Osterloh mentioned that he is checking to determine if/how we can automatically scan without enabling auto run.
Problems, Warnings, Situational Awareness, Saved Rounds?	All	10	<ul style="list-style-type: none"> • Dave Mathews brought up issues with closed Helpdesk tickets. Would like to be able to read the resolution after a ticket has been closed. Brian Osterloh will look into changing the CRM system. • Peter Ambs mentioned that we are testing out a new web filter called Iron Port. Also, Web Governance and the CAO requested an RFP to redo the City Web.
Action Items:		10	<p>Brian Osterloh: Look at purchasing card limits (re: TRC purchasing limits)</p> <p>Clint Hubbard: Put together a team to review and update the PC Support Specialist and Systems</p>

			Administrator job specifications. They will bring the recommendations to the TRC. Brian Osterloh: Continue to work with Trend on virus protection of thumb drives. Brian Osterloh: Look into having resolution attached to Help Desk call closure emails and notifying the user if he/she needs to take any action.
		60	