The 2016-17 IT Executive Governance Committee met at 1:00 p.m. on Monday, March 20, 2017, in Northrup Hall 203. Chuck White, Chair, called the meeting to order.

ATTENDING
Associate Vice President Mark Brodl (Academic Affairs), Art De Los Santos (Information Technology Services), Justin Doty (Admissions), James Holzbach (Advancement Services), Lori Logan (Finance and Decision), David Tuttle (Student Life/ Dean of Students), Vice President Chuck White (Information Resources, Marketing and Communications), Fed Zapata (Information Technology Services).

REPORT OF THE CHAIR
Vice President Chuck White emphasized the importance of keeping minutes of each Governance Committees in effort further enhance the transparency of the IT operations.

PROJECTS
Northrup Classroom Standardization
Section Syllabi

Art de los Santos summarized the results of the two new academic project from the Education Research and Technology Governance Committee. The Northrup Classroom Standardization project. Last summer Chapman was upgraded and noted that Northrup will be updated this summer. The Section Syllabi project is on hold awaiting a proposal with options to be submitted. Vice President Chuck White noted that Academic Technology adopted the responsibility for the furniture in the classrooms which did not accommodate the new technology to improve the building and teaching spaces for faculty. Because of unexpected cost, there was a request for additional funding to make the classrooms a learning environment. Vice President Lori Logan reminded the committee of the $681,000 in the project cost estimate was submitted and approved for technology equipment. Chuck White noted he would get clarity with the issue of the budget and follow up with President Danny Anderson. Vice President Mark Brodl reported that faculty is responsible for furniture request, yet it not been clear to faculty what department is responsible for classroom furniture request. Academic Affairs gets messages that no department owns a classroom. Lori Logan reported that there is a disconnection and the recognition of the need and supply of furniture that is on the University’s radar. Chuck White recommended that the University’s help desk could operate as the resource to any technology or furniture equipment replacement issues.
ACTION ITEMS (FOR CONSENT AGENDA)

Flex Park
TIAA- Plan Focus

Art de los Santos reported for the IT Administrative Software Committee for the approval of Flex Park and TIAA- CREFF Plan focus. Flex Park was submitted to TUPD, currently the proposal is being housed in Student Financial Services. The Flex Park proposal is $16,500 for the first year and $4,300 years after. A motion was made for the approval of the Flex Park, pending funding. The motion was carried. Art de los Santos also introduced TIAA- Plan Focus which proceeded from Vice President Gary Logan and the Retirement Invest Committee group assures participates are in compliance with the Internal Revenue Code. The cost for Axim to run reports for colleague is $10,000. Chuck White proposed to approve the TIAA Plan Focus but not commit to the Axim part. The reports can still be done manually by the University’s HR but not include Axim software.

NEW BUSINESS

Art de los Santos affirmed the coordination of projects with the University’s budget cycle. The idea is for capital projects to be introduced to a governance committee for approval for funding. Chuck White suggested setting up a calendar for project analysis to be submitted to each governance structure before the next budget cycle. The Administrative Software Governance committee devised the project prioritization and scoring process based upon primacy. Lori Logan suggested each project be mapped out on a calendar for colleague projects in a time line to help with the scope of each project. Lastly, Art de los Santos presented a dashboard of the 2016 Project Management Office annual report to the committee for references aligned with the University’s strategic objectives.

The list is as followed:

- UAchieve Planner Degree Planning System (Registrar)
- Adirondack Housing System (Res Life)
- Colleague Projects Accounting (Business Office)
- Grade Change (Registrar)
- Digital Commerce (Marketing/Communications & Advancement)
- AIM (Student Accessibility Services)
ADJOURNMENT
There being no further business, the meeting was adjourned at 2:01 p.m.

Respectfully submitted,

Chuck White
Associate Vice President for Information Resources, Marketing & Communications