



**Attendees:**

Area	Name	Status	Area	Name	Status
Academic Affairs	John Pelissero	In Attendance	ITS/Facilitator	Susan Malisch	In Attendance
Academic Affairs	Nancy Tuchman	In Attendance	ITS	Jim Sibenaller	In Attendance
Advancement	Jon Heintzelman	In Attendance	Student Develop.	Rob Kelly	In Attendance
Facilities	Phil Kosiba	In Attendance	<b>Guests:</b>		
Finance	Bill Laird	Absent	ITS	Kevin Smith	In Attendance
Human Resources	Tom Kelly	In Attendance	ITS	Dan Vonder Heide	In Attendance

**Welcome, Meeting Purpose & Agenda**

The meeting commenced at 1:30 PM with a review of the agenda and introduction of guests. The minutes from the January 5<sup>th</sup> meeting were reviewed and approved as written.

**Project Review Board (PRB) Update**

Susan reviewed the results of the prioritization, the deferred list and final Rings of Excellence Major Initiatives for FY11 Q3-Q4. Consulting opportunities are being reviewed within ITS to determine where we might be able to increase productivity leveraging consulting resources.

Kevin reported on the current membership of the PRB. Meetings are occurring monthly to discuss the project needs and priorities of the university. This process is running smoothly. Paul Roberts is likely to drop from the members list given that Eric Weems and Tim Heuer are active members. Tom asked if the remaining membership was appropriate. John mentioned that we have no representation from the academic learning side or from Facilities. Rob also asked about student representation. A short discussion followed. *Task: Kevin to invite Chandra Sekharan and to remove Paul Roberts. Susan to discuss with Rob the possibility of engaging students in the IT governance process or piloting a student as part of the ITESC with the potential of having a change ready for the new academic year.*

**Cellular Contracts & Support**

Dan reviewed the growth of the number of AT&T mobile contracts that we are managing, currently about 80 users. Usage is spread across many departments. Inquires have come from Athletics and Residence Life review contracts with a possible change of vendor. Other groups also manage their own contracts/devices including Conference Services/Verizon and Facilities/Sprint. Rob mentioned Wellness also has phones that they manage. Volume and commitment for the university has grown to the degree where the ITS support time has increased substantially. A detailed discussion occurred. The group was in favor of reviewing the needs from a more centralized approach with a goal to create ongoing guidelines and service expectations so that purchase decisions, monitoring and adjustments to plans might be more decentralized. *Task: Dan & Susan to engage the appropriate areas regarding contracts in place, phones in use, and future requirements in order to create corresponding policies and an ongoing strategy for cellular support.*

**Technology Briefing**

Susan conducted the annual technology briefing discussing it in three sections; 1) overall industry issues and priorities, 2) targeted technology trends and 3) budget and strategic investments. The briefing will be modified and streamlined for presentation at a future Cabinet meeting.

**Meeting Wrap-Up**

Susan informed the committee that Kelly Shannon would be joining the ITESC as a new member. All were supportive. It was agreed that the portal projects will be reviewed in further detail at a future meeting when Kelly is in attendance.

The meeting adjourned at 3:30 pm. The next meeting is scheduled for April 7<sup>th</sup>. Confirmed agenda items are the technology recommendations for ePortfolio and enrollment management replacement system.