IT Council Agenda
9:00am Wednesday November 20, 2013
IT Center Conference Room Renne Basement

Martha Potvin, Chair	Stephen Rowe
Anne Camper	Terry Leist
Brett Gunnink	Adam Edelman
Robert Marley	Anne Milkovich
Ross Snider	Signe Lauren

I. Call to Order

II. Announcements

III. Approval of minutes

> ✓ The Council approved the meeting minutes from October 23, 2013 meeting.

IV. Discussions

  A. Finalize IT Council charge, responsibilities, membership for web page.

      a. The Council reviewed and approved the clarifications and revisions made to the IT Council charge draft. Adam Edelman expressed importance of having this Council properly charged. The discussion revolved around making the Council public and where it sits amongst other councils. The Council discussed the publicity of the meetings, but also acknowledged that it is a work group and most of the work is done outside of meeting discussions. The graphic for University Council was discussed and was decided to be discarded and a new one be created.

      b. The Council reviewed the Council Membership document that will be put on website. It was decided that the end of term date should be included, as well as indication of term length. The Council agreed upon two-year terms and suggested they be staggered. It was suggested that the Dean's terms be ad hoc and dependent on Provost's appointments. It was also suggested that the Provost be given an annual option to reappoint. Ross Snider will decide how faculty terms for council membership will be appointed; that cell will read TBD until further notice.

  B. Portfolio Review

      a. Calendaring issues for IT updates and maintenance were discussed. Adam Edelman referred the Council to the Blackout Calendar located on the IT Resources page to explain the scheduling conflicts and overlaps for maintenance windows. Council members were asked to look through calendar and decide what scheduled activities can be blocked out for IT updates; it was suggested this be brought up to the Enterprise IT Council.

      b. The Council discussed the sufficiency of the current Enterprise Resource Planning

infrastructure and whether it is enough to fulfill the council charge and properly prioritize investments. Adam Edelman informed the group the discussion was on the table, but not something that put into action for several years.

C. Portfolio Management Tools

    a. Anne Milkovich presented the SharePoint site to the group and recommended bookmarking the link. The Council will be asked to clear projects in the Concept stage before they are moved to the Delivery stage to assist in prioritization and management of funds.

    b. The Council reviewed the Business Cases, which entail requestors and project sponsors working collaboratively to create a subjective overview of the project. Estimates are based on professional judgment and are intended to better inform group decisions. The Council discussed ways to include requestors in the meetings.

    c. The Sample Portfolio Timeline was presented as another tool available to assist in estimation and prioritization.

D. Decisions and Actions

    a. Send IT Council charge to President for approval.

    b. Term dates and terms lengths to be added to Council Membership doc.

    c. Present maintenance calendar to EITC to help decide which scheduled activities can be blocked for IT updates.

    d. Compile examples of best practices from other Universities for maintenance calendar management.

    e. Consideration for listserv to invite requestors to meetings.

    f. Create an acronym page and a glossary.