

IT Council Minutes

Wednesday, April 9, 2014
President's Conference Room

Martha Potvin
Terry Leist
Renee Reijo Pera

Ross Snider
Anne Milkovich
Renee Reijo Pera

Others in Attendance:
Signe Lahren
Heather Griner
Desirae Lindquist
Jen Joyce
Erica Jansma

- I. Call to Order
- II. Announcements
- III. Approval of minutes for **Wednesday, February 12, 2014**

MINUTES APPROVED

IV. Discussions

A. Campus Prioritization

Anne Milkovich introduced the prioritization matrix. Each campus was asked to prioritize ERP-related projects on a scale of 32 to 1, with 32 being highest priority. The Bozeman council members were asked to each individually rank the projects in the spreadsheet, and will then discuss the matrix as a group in a couple of weeks. The completed matrix is due to Anne Milkovich by April 25 so that it can be prepared for the 1MSU IT Council meeting on May 7.

Anne Milkovich reminded the council that there are about 75 projects in maintenance and that every completed project reduces capacity to implement new projects. Other aspects to consider while prioritizing projects include the stage a project is in (discovery, planning, etc.), if funding has been committed to the project, etc.

A pdf packet of the business cases will be provided; the portfolio is also available at www.montana.edu/pmo/portfolio where summaries for each project are located.

B. Portfolio Review

- Non-credit Online Registration Tool

The 4 campuses have been discussing whether or not it is feasible to use the same Non-credit Online Registration Tool (NORT), or if the individual campus's needs vary too greatly. Great Falls has a great need for a NORT; they are currently entering non-credit online registration manually. This is also a pressing issue due to the fact that their decision affects the work being done with the TAACCCT grant. The Bozeman Extended University has been using ACEware to manage online registration, and Billings is interested in the tool as well.

Northern is waiting on several factors before making any decisions. A discrepancy was cleared up recently regarding the term “non-credit,” which had been a source of confusion for identifying the requirements of a common non-credit online registration solution, which was necessary to determine whether a business need existed for implementing multiple solutions or if one solution could meet all needs.

ACEware has announced that it will be converting to SQL for their database. This may eliminate the need to pursue an RFI.

- TAACCCT

The TAACCCT grant is a 12-campus grant used to improve workforce development for the 2-year colleges. All campuses have agreed to partner together for it in order to enhance state-wide education. It was just brought to the Bozeman campus’ attention at last week’s 1MSU IT Council meeting that this grant will have a significant IT impact, and due to its mandates and imminent deadlines, must be a priority. A meeting is scheduled in the coming week with the project manager and other campuses CIO’s to discuss the grant in greater detail.

Bozeman IT council members discussed whether the grant included F&As. Dr. Renee Reijo Pera offered to look into the details and report back her findings.

- Specialized Software Licensing Compliance

ITC is starting to gather information on the variety of specialized software licenses that exist across campus with the intent to look for ways to save money and, potentially, time related to the purchase and maintenance of these licenses. A project has been initiated to find what specialized software is being used; how many faculty, staff and students are using it; and determine if these licenses should be consolidated, funded and managed centrally. For example, the Adobe software licensing model is changing and there may be an opportunity to reduce costs for student licenses but analysis still needs to be done on what license management model will be most efficient for the university.

C. IT Service Catalog Funding Model

Anne Milkovich provided an update on a discussion topic from a meeting several months ago regarding the funding model for ITC. ITC’s funding model has not been examined in over ten years, thus many of its mechanisms of charging for services are outdated. ITC staff is working to create a Service Catalog to better detail the services provided and the costs to deliver them. The assessment is almost complete. Several months ago, the council decided it would be best for ITC staff to first conduct the assessment of IT services and funding, and then evaluate if it is necessary to issue an RFP for a consultant once the internal assessment was complete. ITC may seek the Council’s support to implement time tracking tools at a later date

V. Action Items

Owner	Action	Due
Anne Milkovich	Revise Prioritization spreadsheet to clarify meanings of columns, rows and tabs.	April 10, 2014

Anne Milkovich	Create pdf packet containing the business cases of the 32 projects to be prioritized.	April 10, 2014
Anne Milkovich	Schedule meeting to review the Prioritization spreadsheet once council members have done their individual prioritizations.	April 10, 2014
Dr. Renee Reijo Pera	Look into the F&As associated with the TAACCCT grant and report any useful findings to Anne Milkovich.	

Next Meeting: Wednesday, May 14, 2014 in President's Conference Room