CHARTER
INFORMATION TECHNOLOGY GOVERNANCE
COMMUNICATION TECHNOLOGIES COORDINATING COMMITTEE
Last Updated June 1, 2016

MISSION

The information technology governance committees will be part of the University’s IT governance structure, providing recommendations to the CIO and the Information Technology Executive Steering Committee (ITESC) regarding strategies, priorities, policies and standards for campus IT. The ITESC will oversee the activities of the governance committees and ensure that timely decisions are made and feedback provided regarding issues and recommendations brought to its attention.

The Communication Technologies Coordinating Committee will be responsible for coordination across campus communication technologies activities regarding:

- Campus network infrastructure (connectivity on and off main campus)
- Campus voice system (aka phone system)

DECISION DOMAINS

Committee members will raise IT-related issues and participate in discussions to formulate recommendations to the ITESC with a holistic perspective of the University’s needs rather than representing the interests or needs of a particular school or department. Discussions and recommendations will cover at a minimum:

- Mix of services offered (Service Portfolio)
- Recommendations regarding centralization versus decentralization of service provision
- Prioritization of capital investment for short-term and long-term infrastructure needs
- Recommendations regarding in-sourcing and out-sourcing of services
- Funding model to cover sustainability of agreed to service portfolio
AREAS OF FOCUS

- **Strategic Alignment**
  Ensuring alignment of the University’s Communication Technologies strategies with the University’s research & education missions, needs and objectives

- **Value Delivery**
  Assuring that Communication Technologies delivers benefit and provides value

- **Resource Management**
  Ensuring optimal investment in and proper management of Communication Technologies resources including unified messaging and communications, cabling and network infrastructure and skills mix of support staff

- **Risk Management**
  Ensuring detailed understanding and awareness of the known risks, for example:
  - Where single points of failure currently exist in the core network
  - Where software and/or equipment failure is highly probable if a refresh does not occur
  - Adequacy of staffing to support services 24/7/365
  - Ability to support and react to a local/regional or national disaster

MEMBERSHIP

The Provost will appoint a committee chairperson. Committee membership will be reviewed every two years and adjusted as appropriate.

Initial members of the committee are as follows:

1. Associate Vice Chancellor for Campus Enterprises, Chair, Brad Ives
2. Assistant Vice Chancellor for Communication Technologies, Jim Gogan
3. Executive Director for Budget Planning and Analysis, Paige Saunders Burton
4. Associate Vice Chancellor for Research, Andy Johns
5. Senior Associate Dean for Finance and Planning, College of Arts and Sciences, Tammy McHale
6. Associate Vice Chancellor for Student Affairs and Senior Operating Officer, Christopher Payne
7. Information Technology Executive Council (ITEC), Chris Williams
8. Faculty IT Advisory Committee (FITAC), representative
9. Student Government, Brent Comstock
PROCEDURES

- Committee activities – Support for the activities of the committee will be provided by a person designated by the chairperson. The ITS representative will assist as necessary and requested by the chairperson.

- Meeting structure – The chairperson or a designee will collect agenda items and circulate agendas in advance of each meeting to ensure informed discussions of scheduled topics.

- Meeting frequency – at least quarterly. The committee will determine modifications to the schedule based on needs related to current activities.

- Reporting – The chairperson will raise issues and recommendations to the IT Executive Steering Committee as necessary.

- Documentation of proceedings – All meetings shall have notes of discussions, recommendations and action items.

With these guidelines as a basis, the committee will determine its need for other operational procedures.