



SEATTLE UNIVERSITY

Information Technology Governance Committee Meeting

*Minutes of the Meeting
of Tuesday, May 23, 2006
Hunthausen Hall, Room 160*

Present:

Bob Duniway	Tim Leary	Ivette Serna
Joe Eastham	Connie Ma	Jim White
Nancy Gerou	Bill Poole	
Richard Giacchetti	John Popko	

Absent:

Bob Dullea	Michel George	Justin Terada
Doug Duncan	Melissa Mullinax	
John Eshelman	Greg Silverman	

Guests:

Don Sullivan

Tim Leary, Chair, called the meeting to order at 1:05 p.m.

A. Discussion of CIO Candidates: Executive Session**B. Report on Content Management System Progress: Don Sullivan**

1. Don Sullivan reported that web services has been drafting a “Frequently Asked Questions” (FAQ) web page as well as a forum to host the FAQ. Both items should be ready for viewing at the end of the week. Once the forum is available, an email will be sent to all faculty and staff inviting them to review the document and to post any comments or questions regarding the content management system.
2. A request for proposals (RFP) is also being developed. A draft should be ready for ITGC review by Tuesday, May 30. Mr. Sullivan reported that initial interest in the RFP is strong and that OIT expects at least six vendors to submit proposals.

C. ITGC Membership: Tim Leary

1. Tim Leary asked the Committee for its thoughts regarding an optimal membership structure for the ITGC. He asked Committee members to focus on areas or business functions within the University that did not yet have proper representation on the Committee.
2. Recommendations included a Law School (potentially Rick Bird), Dean, and student representatives. John Popko also suggested that he be replaced as the Lemieux Library representative by the soon-to-be-hired Library Technology Manager.

D. The Role of ITGC: Committee

1. The Committee discussed where the ITGC could best invest its time and attention to provide necessary strategic alignment of technology initiatives and resources. Items of note included:
 - a. Commitment to finishing the IT strategic plan that is currently 95% complete.
 - b. Discussion of the ITGC’s role in reviewing and approving the IT annual tactical plans. A suggestion was made that ITGC assume responsibility for monitoring performance of the

plan and evaluating any new proposals that might require an alteration of the tactical plan due to the IT resources the proposal would encumber.

- c. The Committee agreed that both the strategic and IT tactical plans should be widely publicized and easily accessible by all campus constituencies.
2. Future agendas will include an exploration of the exact nature of the ITGC's authority over IT resources and its relationship to the University's executive governance.
3. The Committee agreed that the charge of the ITGC should include ensuring that faculty and staff are informed and educated on the ITGC structure, guiding documents, and processes. At a minimum, end users should have a clear understanding of how problems with IT services or requests for new services/acquisitions should be brought to the ITGC for analysis and official university response.

E. Future Meetings: Tim Leary

1. It was agreed that until the role and structure of the ITGC is resolved the Committee should continue to meet on a weekly basis. Committee members committed to weekly meetings provided that some significant progress was expected and attained at each meeting. Tim Leary assured that Committee that future agendas would be drafted to optimally structure future discussions and that meeting materials would be circulated well in advance of meetings.

The meeting was adjourned at 2:30 p.m.