# Information Technology Council
## Steering Committee

DIVISION OF
INFORMATION
TECHNOLOGY

| Information Technology Council Steering Committee Minutes | | |
|---|---|---|
| **Date:** October 21, 2019 | **Time:** 3:00pm - 4:00pm | **Location:** 0108 Manokin Building |
| **Type of Meeting: (Face to face, phone)** Face to face | **Duration:** 60 minutes | **Please Read: 9/25 Meeting Minutes** <br> **Please Bring: n/a** |

**List of Invitees:** Derek Richardson (Chair), Jeffrey Hollingsworth, Marcio Oliveira, Ann Holmes, Axel Persaud, Jason Farman, Michel Cukier, Jim Zahniser, Jeffery Klauda, Jack Blanchard, Andrew Smith, Babak Hamidzadeh, Brad Paleg, Isabel Lloyd, Jun Chu, Madelyn Forrester, Dana Nau, Gerry Sneeringer, Joseph Drasin, Jen Gartner, Melissa Dressler

| Topic / Agenda Item | Description | Lead, if relevant |
|---|---|---|
| 1. Welcome and Introductions | Introduction of the members | Derek Richardson |
| 2. Reports from Working Groups | Research Technologies working group has not met yet. First meeting scheduled for 10/28. <br><br> Security Working Group has met and has a list of items that they will be working on during the coming semester. <br><br> Learning Technologies Working Group has met and has a list of items they will be working on during the coming semester. <br><br> Administrative systems meets on 10/24. Putting together a team for this group and confirming participation. | Working Group Chairs |
| 3. Update on Institutional Email IT Standard | Email IT Standard has been officially released to campus making this a priority item. DIT is reaching out to the organizations that still maintain their own email servers. | Marcio Oliveira / Jeff Hollingsworth |

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| 4. | Update on Enterprise Resource Planning | Presentation by Jack Blanchard on ERP.<br><br>Dual Track Review in the process of reviewing RFP qualifications. Milestones have been set. Campus visits will occur between 11/4 and 11/15.<br><br>Public announcements will be sent out to Campus. Campus presentations will be recorded and available for view online.<br><br>The implementation partner RFQ/RFP has a separate set of milestones that have also been set.<br><br>Once the finalist vendors are announced, a communication strategy is ready to be executed. | Jack Blanchard |
| 5. | Need for updating / replacing old IT related campus policies | Charged IT Council with review / update of 2-3 policies during the academic year. | Jeff Hollingsworth / Marcio Oliveira / Jen Gartner |
| 6. | Other Topics | None stated | |
| 7. | Adjourn | Meeting adjourned at 3:55pm | |

| Action Items (rolling list, update each meeting) | | | | |
|---|---|---|---|---|
| **Action Item** | **Status** | **Notes** | **Due Date / Revised Date** | **Lead/Assigned To** |
| Select a couple of policies for review during 2019-2020 year | | Added 10/21 | | Assigned to all |
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**Attachments/Notes:**