

## IT Governance Program – Architecture & Infrastructure Committee

### *Meeting Minutes*

November 16, 2017

1:30 – 3:00 p.m.

*Computing Services Center Conference Room 004*

#### Attendance:

AIC Members		ITG Program Support	
Chad Ballenger	X	David Kratz	X
X Erick Beck		Alan Kurk	X
X Andy Bland	X	Susan Neitsch	X
X Cheryl Cato	X	Elizabeth Schwartz	Lea Ann Westmoreland
Dr. Prasad Enjeti	X	Zac Sanders (Ex-Officio)	
X Justin Ellison	X	Rudy Supak (Ex-Officio)	<b>AIC Guests</b>
Dr. Donald (Rick) McMullen		Chair - EAC (Ex-Officio)	
X Richard King			

#### Minutes: Scheduled Business

[Attachment A - AIC Planning Notes 11162017.pdf](#)

[Attachment B – AIC Potential FY18 Objectives.pdf](#)

#### Item 1: Welcome Message

Description:

Dee Childs welcomed the committee members and expressed her enthusiasm for opportunities available through campus partnership in the IT Governance Program. She thanked everyone for their commitment. Brief introductions were then given by the committee members.

#### Item 2: Committee Logistics & ITG Website

Description:

Josh Kissee provided an overview of AIC meetings with an IT Governance Presentation. The committee logistics included email addresses, meeting dates and locations. Meeting minute approvals will be made via email.

To Email AIC: [itgovernance-aic@lists.tamu.edu](mailto:itgovernance-aic@lists.tamu.edu)

To Email ALL committees: [itgovernance-all@lists.tamu.edu](mailto:itgovernance-all@lists.tamu.edu)

Email from the University at large: [itgovernance@tamu.edu](mailto:itgovernance@tamu.edu)  
To Email the ITG Chair persons: [itgovernance-chairs@lists.tamu.edu](mailto:itgovernance-chairs@lists.tamu.edu)

ITG Website: University Wide IT Governance website: <http://cio.tamu.edu/it-governance/>

Toured the site for the committee roles, terms and procedures, members, agendas, minutes, mission, purpose, and responsibilities. Will decide later if members choose to share their personal emails on this site. The site will go live in the next month.

ITG Committee Management Software: Narrowed down to two options:

- BoardEffect
- Convene

Additional info will be sent out on both of these and a webinar for each will be scheduled. A poll for input will follow.

**Item 3: Review of Parliamentary Procedure**

Description: Roberts Rules of Order

Discussed the particulars and what parts of this procedure that we will be using.

- Main Motion
- Amendment
- Postpone to a definite time – add a date
- Refer to committee
- Call the question/Motion to stop discussion
- Adjourn or Recess
- Points of order- Needs no second
- Point of information
- Point of personal privilege

Summary: Motion, Second, discussion, then take action.

A second is not necessary for “Points of”.

Minutes are not approved by formal committee session.

Quorum of 6 members needed.

Majority vote from within the count of voting members to carry a decision.

Selection of Parliamentarian: Reviewed the duties of the Parliamentarian, which serves as a back-up to the chairperson. Chair recommended Richard King, seconded by Elizabeth Schwartz, approved, motion carried for Richard King to serve as Parliamentarian through July, 2018.

**Item 4: Current State Analysis Exercise to Select AIC Topics**

Description: ITG topics for FY18

The room was divided into three stations for this exercise. The following questions were posted:

Component 1: What goals, initiatives, projects, or planned outcomes (preferably at the University-wide level) will need the support of IT to be successful and in what way(s).

Component 2: Where do you believe IT across the University shows a strength, weakness, or is missing an opportunity?

Component 3: What needs would you like to see the IT Governance Program address in FY18? What questions or guidance do you have for the development of a “climate survey” to be distributed across the University?

Group planning discussion was documented in a supplemental file.

**Item 5: Adjourn**

Description:

Joshua Kisse closed the meeting at approximately 3:05 p.m.

**Action Items**

Action/Description	Assigned To	Action taken by Date
Share software details and prices for Board Effect and Convene.	Josh Kisse	
Provide a summarized version of the FY18 planning outcomes from the three components.	Josh Kisse	