

# IT Governance Program – Enterprise Applications Committee

## Meeting Minutes

April 24, 2019

1:30 – 3:30 p.m.

*General Services Center Conference Room 2605*

### Attendance:

EAC Members		EAC Members		Ex-Officio Members	
	Debjyoti Banerjee	X	Jon Griffey		Dr. Sue Bloomfield
X	Michael Bolten	X	Venesa Heidick		Dr. Catharina Laporte
X	Cheryl Cato		Dr. Jon Jaspersen	X	Ramesh Kannappan
X	William Dell	X	Dr. Melanie Moser		Dr. James Snell
X	Purna Chandra Doddapaneni	X	Dean C Poppell		
	Laura Dohnalik	X	David Sweeney		
	Delisa Falks	X	Joseph Towers		
	Verna Fritsche	X	Rick Young (Parliamentarian)		
X	Dr. Juan Garza (Chair)				

ITG Program Support		EAC Guests	
X	Sharon Mainka		
X	Missy Mouton		
	Lea Ann Westmoreland		

### Minutes: Scheduled Business

**Item 1: Welcome and Announcements**

Description: *General announcements of interest to the committee and related IT Governance updates.*

- Round table introductions.

**Item 2: Call for Software Inventory Task Force**

Description: *Call for creation of a software inventory task force and creation of a charter for this group.*

- Juan Garza reported that a task force has not been chartered as of yet. There has only been a meeting held to discuss the group assignment.
- The purpose of a task force would be to document what software is being used on campus. The task force group would record, and decide if it is to be added to the catalog or if it would be a part of a procurement project.
- A motion was made to create a software catalog task force:  
 Discussion ensued: David Sweeney questioned the possible duplication of efforts in regards to a software catalog versus an IT service catalog. It was clarified that the scope was to identify the totality of the software we have as a university. This would be inventory based.  
 The motion was seconded.  
 All for, none opposed, motion passes, the task force will be chartered.
- Sharon Mainka encouraged this group's student representatives to consider being on the group. Juan suggested that the group invite others anyone else to volunteer.
  - Michael Bolten volunteered for this task force as well.

**Item 3: Procurement Process Subcommittee**

Description: *Ramesh Kannappan will report on the progress and next steps in the contract proposal.*

- Ramesh Kannappan distributed a handout titled "Enterprise Applications Committee (EAC) Software Acquisition Approval Proposal" draft document and discussed revisions and changes to this proposal.
- Discussed software inventory vs software taskforce. The catalog is to document what has already been approved. The inventory is just that, an inventory of what we have.
- A motion was made to approve this proposal and seconded.  
 Discussion: Sharon recommended to change the document title from proposal to recommendation.  
 Voted, all in favor, none opposed, motion passes.
- The committee will start working on a formal letter to submit to the SITC and do a presentation at their next meeting.

**Item 4: Office 365 Initiative Report from the AIC Committee**

Description: *Cheryl Cato, The chair of the Architecture and Infrastructure Committee will present the Office 365 recommendation report that has been developed by their committee.*

- Cheryl Cato reported from the AIC on this Report.
- This report was distributed to the committee via email on April 20, 2019.
- The report is on the Google Drive for review.
- Discussion ensued on the report.
  - Details have been truncated from the minutes and will be updated once the plan has been approved.

**Item 5: Report out from Service Catalog Task Force**

Description: *Report out from the Service Catalog Task Force*

- David Sweeney reported on efforts from this Task Force.
- This group met last week for the first time. The group set boundaries about what want to do and set meetings for every two weeks to work on this.
- The Educause 2015 report was discussed, as well as new report that is coming out. Sharon will try to get an advanced copy of the 2019 report from Educause.
- This task force also talked about software vs other IT services and feels that a single system would be better than multiple systems.
- Discussed that is could also serve as a repository for security related information and an ITIL portfolio with the catalog.
- The IRPSC committee is reviewing a ServiceNow module and is looking to see what capabilities of that module would be. They are ahead of us, but we may be able to use some of that information.
- At the next meeting the group plans to work on the charter and the goals.
- It is anticipated to have a recommendation sometime in the beginning or middle of the Fall semester.

Next meeting May 14<sup>th</sup>

Meeting adjourned at 2:39pm