

IT Governance Program – Enterprise Applications Committee

Meeting Minutes

July 23, 2019
 1:30 – 3:30 p.m.
 General Services Center Conference Room 2605

Attendance:

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

| ITG Program Support | | EAC Guests | |
|---------------------|----------------------|------------|--------------------------------------------------|
| | Joshua Kisse | | Shweta Kailani - Software Inventory task force |
| X | Sharon Mainka | | Lauren Dembrosky – Software inventory task force |
| X | Missy Mouton | | Darrell Walker |
| | Lea Ann Westmoreland | | |
| | | | Michael Sardaryzadeh |

Minutes: Scheduled Business

Item 1: Welcome and Announcements

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

- Juan Garza welcomed the group and started the meeting.
- This was William Dell’s last meeting, as he will be graduating and moving on.

- This meeting also had some guests present as representatives of a sub-committee task force.
- Kelly Brown for the Web Task force is out of vacation and will be invited upon her return.

Item 2: Office 365 Task Force Update

Description: *Report out on the progress and next steps in the Office 365 proposal.*

- This update was given by Sharon Mainka.
- A proposal was placed into BoardEffect for a vote and passed with a few changes. The changes were made, and the proposal will be put back into BoardEffect for another vote with those changes applied. This vote and feedback need to be placed in BoardEffect ASAP to allow the proposal to be forwarded to the Strategic IT Committee (SITC). A motion was made and seconded to have the votes completed by the end of this month.

Item 3: Qualtrics Task Force

Description: *Jon Griffey will share progress from the Qualtrics Task Force and a timeline for review.*

- Jon Griffey was not present at this meeting, so there was no update on this task force.

Item 4: Service Catalog Task Force Update

Description: *Report out on the Service Catalog Task survey responses and progress.*

- David Sweeney gave an update from this task force.
- The survey has been completed and results were just received. The general statistics were uploaded into the share drive, as were the raw data.
- Short summary: The survey was distributed to 31 units, and 14 completed the survey. TAMU Qatar has the most services and four organizations have zero. The top three organizations were TAMU Qatar, PITO and the Library. All of the contact information is available in the uploaded materials as well.

Item 5: Software Inventory Task Force Update

Description: *Report out on from the Software Inventory Task Force.*

- This update was given by Lauren Dembrosky and Shweta Kailani.
- The charge of this task force was to get a unified view as to what the university as a whole is doing regarding software inventory. They currently are reviewing data. This committee met last week and had many questions. The group will be reaching out to the Council of Senior Business Admins for help identifying groups and obtaining assistance with these questions. They will then reach out to those groups identified regarding what processes other than AggieBuy are being using and what they are purchasing.

Item 6: Committee Co-Chair Nominations and Vote

Description: *Nomination and vote for committee chair.*

- At the last EAC Committee Meeting, this committee agreed to have a vote for a new Co-Chair. Nominations were opened for a chair to be chosen today. A chair elect will be chosen once the new committee is in place.

- David Sweeney nominated and Juan seconded a nomination for Jon Jaspersen to be the new Chair. Jon accepted the nomination. A call was made for any other nominations, and there were none. A vote was made, all for Dr. Jon Jaspersen to be committee Chair beginning September 2019, none opposed. The nomination and vote passed.

Meeting adjourned at 2:05 p.m.