IT Governance Program – Enterprise Applications Committee

Meeting Minutes

September 24, 2019
1:30 – 3:30 p.m.
General Services Center Conference Room 2605

Attendance:

<table>
<thead>
<tr>
<th>EAC Members</th>
<th>Ex- Officio Members</th>
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<tr>
<td>X  Debjayoti Banerjee</td>
<td>X  Jon Griffey</td>
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<td>X  Michael Bolton</td>
<td>X  Venesa Heidick</td>
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<td>X  Lauri Breder</td>
<td>X  Carl Ivey</td>
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<td>X  Stefanie Davidson</td>
<td>X  Dr. ’Jon Jasperson (Chair)</td>
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<td>Laura Dohnalik</td>
<td>X  Joshua Kisse</td>
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<td>X  Jacob Donais</td>
<td>X  Dean Poppell</td>
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<td>X  Dr. Juan Garza</td>
<td>X  Chris Reed</td>
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<th>ITG Program Support</th>
<th>EAC Guests</th>
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<tr>
<td>X  Sharon Mainka</td>
<td>X  William Deigaard</td>
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<td>X  Missy Mouton</td>
<td>X  Jana McDonald</td>
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<td>Ethel Vaught</td>
<td>X  Michael Sardaryzadeh</td>
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Minutes: Scheduled Business

**Item 1:** Welcome, Introductions & Announcements
Description: Welcome and introduction of committee members. General announcements of interest and items of interest relevant to the committee.

- ’Jon Jasperson welcomed the committee.
- There were round table introductions of all committee members.

**Item 2:** Office 365 Task Force Update
Description: Report out on the progress and next steps in Office 365 proposal.

- William Deigaard provided the update.
- The report includes a migration plan. The previous members of this committee made some changes, and William has made additional changes.
There is nothing in this plan that forces anyone to move from their current email platform. Individuals are only encouraged to move to Office 365. There are no changes to Gmail or the current email suite.

Sharon will put the document in BoardEffect for people to read, make comments, and approve. We will use that to inform the AIC that this document has been approved by this group.

Item 3: Qualtrics Task Force Update
Description: Jon Griffey will share progress from the Qualtrics Task Force and a timeline for review.

- Jon Griffey provided the update from this task force.
- Jon Griffey handed out a final report document, which also has been uploaded to the Google Share Drive and emailed to existing committee members.
  - Jon Jasperson explained to this new committee how to access the Google Share Drive.
  - Due to this meeting being attended by many new committee members, Jon Griffey gave a brief background regarding how we got to this point with Qualtrics.
- Page three of this handout shows actual recommendations and conclusions from the task force. The task force met with many research faculty members to obtain as much feedback as possible. It was decided that Qualtrics should be renewed for three years. The original extension was not enough.
- Jon Griffey has communicated with Dee Childs, who gave him the okay to move forward with this renewal and that renewal process was started. However, there needs to be a recommendation from the EAC to move forward with a new funding model.
- There was a question on the cost. The renewal will cost $120,000. But with the three-year model, the annual cost will increase each year a certain percentage.
- There was a question on Appendix B. As accounts are created, some get removed and some do not. This is to assess how many users actually use the tool. The task force did some clean up on accounts that were not being used or that were never used. Discussed that the line saying “none” means that they did not identify themselves correctly and consistently. Some are not paying for a license, but have an account. We still need a funding model to fix these issues. The research faculty depends heavily on Qualtrics.
- The funding model still needs to be discussed further including how to handle.
- Qualtrics will not lower their price. There are other schools in Texas that have already renewed at the current price, so Qualtrics is confident in their services and pricing model.
- There was a recommendation of action for Jon Griffey to wrap up and vote on it in the next month.
  - Juan Garza agreed with moving forward.
  - Josh Kissee agreed to move forward but suggested being open minded to do quick research on the funding model if requested.
- A motion was made to approve with the amendments that were discussed (revision to strike 3 and revise 4). Motion seconded. Discussion. Pass made at those marked “none”. All in favor, none opposed, and the motion carried.

Item 4: Service Catalog Task Force Update
Description: Report out on the Service Catalog Task Force

- Jon Jasperson provided this update.
• ‘Jon reported that the previous leader of this task force, David Sweeney, has left the committee. Based on the last report, the group reached out to IT directors of various units and colleges for feedback about what these services looked like. This task force was in its early stages.
• A survey was sent to ITAC to identify ITAC services used. The survey is mostly completed. The next step for the subcommittee was to review submissions and responses, as well as make the recommendation as to what to do with that information and who would maintain it.
• Now we need someone to lead that task force. The original task force included: Anthony Schneider, who was suggested by David to be the next person to lead this task force. Anthony has discussed that while he was willing to help, he was not able to step into a lead role on this. ‘Jon Jasperson planned to talk to David and Anthony to get a better idea as to who they suggest step into that role and to determine where they were on the task force.

Item 5: Committee Chair-Elect Nominations and Vote
Description: Report out from the Software Inventory task force.

• ‘Jon Jasperson discussed this topic and how to slightly change the governance of this committee to have a chair and a chair-elect position, in place of a chair and parliamentarian format.
• In the new format, each year a chair-elect is voted on for a two-year term. That person will serve as chair-elect and will roll into the chair role the second year. At that time, another chair-elect will be chosen by vote.
• At this time, the committee called for nominations for a chair-elect to join ‘Jon Jasperson who is already serving as the chair. William Deigaard was nominated, as was Joshua Kissee. The call for more nominations produced none. Sharon will put these two nominations in BoardEffect for voting.

New Business
• Craig Coates inquired about number two in our remaining objectives and whether we are still going forward with this item. ‘Jon Jasperson confirmed that we will be moving forward with this item, and that this leads to a bigger discussion that should be had for our next meeting in looking for additional objectives.

Meeting adjourned at 2:41 p.m.