IT Governance Program – Enterprise Applications Committee

Meeting Minutes

September 22, 2020
1:30 – 3:30 p.m.
Zoom

Attendance:

<table>
<thead>
<tr>
<th>EAC Members</th>
<th>Ex-Officio Members</th>
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<tr>
<td>Dr. Debjyoti Banerjee</td>
<td>X</td>
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<tr>
<td>Lisa Blazer</td>
<td>X</td>
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<tr>
<td>Lauri Brender</td>
<td>X</td>
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<tr>
<td>William Deigaard</td>
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<tr>
<td>Laura Dohnalik</td>
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<td>Jacob Donais</td>
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<tr>
<td>Dr. Juan Garza</td>
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<td>Jon Griffey</td>
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<tr>
<th>ITG Program Support</th>
<th>EAC Guests</th>
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<tr>
<td>Sharon Mainka</td>
<td>X</td>
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<td>Missy Mouton</td>
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<td>Ethel Vaught</td>
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Minutes: Scheduled Business

Item 1: Welcome & Announcements
Description: General welcome and opportunity for announcements and items of interest relevant to the committee.

- Joshua Kissee welcomed the group and lead a round of introductions.

Item 2: Overview of the Committee History
Description: Brief History of committee purpose and objectives

- For the benefit of the new members, Josh covered the committee history and information that may be useful for them, such as websites, committee framework, and the committee charter.
Item 3: Nomination and Vote for Chair Elect
Description: Nomination and vote for new chair elect for the committee

- Sharon Mainka discussed the duties of the chair-elect. A chair elect is chosen now and after a year, this position will roll to the chair position, and a new chair-elect will be voted on at that time.
- Nomination for Daniel Roberts as chair-elect. Daniel accepted the nomination. No other nominations were put forth.
- Motion made and seconded for Daniel Roberts to serve as chair-elect.
- Offer for discussion.
- Voting ensued via chat feature. All for, none opposed, motion passed. Daniel Roberts will serve as chair-elect with Joshua Kissee, who is the current committee chair.

Item 4: Service Catalog Implementation
Description: Update on the Service Catalog Implementation

- Joshua Kissee discussed this agenda item.
- Sharon Mainka will send out the 13-page document from the service catalog subcommittee.
- Currently, there is not a universal location where the university can go to see what is available to them software wise. This initiative is the develop a central catalog of services available to them. This document includes benchmarking information as well.
- The SITC approved the creation of a new service catalog for display across the institution. Now that it has been approved, we need to form an implementation team.
- Questions/discussion surrounding this initiative and its implementation. One recommendation was to flush out any incorrect and old or obsolete information.
- This group would in fact recommend the approval of any information found to be outdated or incorrect.
- Josh calls for three volunteers to be on this group for implementation.
  - Adam Mikeal – Division of IT
  - Karen Hrncir – Provost IT
  - Hank Walker – EAC member

Item 5: STIC Feedback
Description: Review of the SITC feedback on recently submitted recommendations

- Sharon Mainka discussed the SITC feedback on the report of software for digital signatures currently used on campus. The recommendation was for DocuSign to remain for the next year. An RFP will be going forward to look for other options. It was suggested that Financial Aid be involved with this process. Will identify a group of users across campus to participate in that review. A communications campaign is needed so people know that Laserfiche is an option as well, since most across campus do not know that.
- Josh discussed that a report was sent to the SITC was regarding data storage. The only thing changed after presenting to the SITC was minimal adjustments to a table in the report. Some discussion of DropBox.

Next meeting will discuss what we would like to accomplish moving forward.

Meeting adjourned: 2:59 p.m.