IT Governance Program – Enterprise Services Committee

Meeting Minutes

September 28, 2021
1:30 – 3:00 p.m.

Attendance

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<td>Dr. Debjyoti Banerjee</td>
<td></td>
<td>Ramesh Kannappan</td>
<td>X</td>
<td>Daniel Roberts</td>
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<td>X Dr. Lisa Blazer</td>
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<td>Kristen Kubenka</td>
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<td>Dr. Michael Sardaryzadeh</td>
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<td>X William Deigaard</td>
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<td>Jennifer Lightfoot</td>
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<td>Mauro Sericano</td>
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<td>X Dr. Juan Garza</td>
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<td>Clint Merritt</td>
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<td>Dr. Hank Walker</td>
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<td>X Jon Griffey</td>
<td>X</td>
<td>Kyle Metcalf</td>
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<td>Dr. Jocelyn Widmer</td>
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<td>X Morgan Hammond</td>
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ITG Program Support

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<td>X Sharon Mainka</td>
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<td>William Posey</td>
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<td>X Missy Mouton</td>
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<td>X Ethel Vaught</td>
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ESC Guests

Minutes: Scheduled Business

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

- Daniel Roberts welcomed the group and started out a round of introductions.

Item 2: Overview of Committee Work
Description: Update on committee initiatives and areas of work.

- Sharon Mainka explained how the committee will work and that it will receive new tasks throughout.
- Will meet twice a semester and once during the summer.
- Operating groups can be created if there is further work to be done.

Item 3: Call of Chair-Elect Nominations
Description: The committee needs to designate a chair-elect.
Sharon gave a quick overview of the role and expectations of this position. Members are welcome to nominate themselves or another member of the committee.

Morgan Hammond was nominated by Michael Sardaryzadeh and seconded by Juan Garza. Morgan accepted the nomination. Discussion. Daniel called for the vote. All for, none opposed. Motion passed with unanimous vote. Morgan Hammond will assume that role.

Item 4: Qualtrics Update
Description: Update on Qualtrics SSO onboarding project

- Jon Griffey gave this update.
- Qualtrics SSO implementation complete in July.
- Clarifying questions received regarding funding:
  - Has been centrally funded for 2022-2023.

Item 5: Collaboration Platforms Operational Group
Description: Information on a new working group

- William Deigaard presented this item on the agenda. He shared a document discussing the rationale and the charter.
- If anyone has any recommendations on staffing this, they can reach out to William.
- Motion made to revise the charter, which was done in real time.
- Motion made to approve the charter with changes. Approved and seconded. All in favor, none opposed.
- Motion made to move forward pending the proposed changes to create this operational group and seconded. During discussion it was decided to revamp the charter a bit and make recommendations on the membership. All for, none opposed. Motion passed.

Other Business:
- Jon Griffey: Growing IT issue with Adobe license. We have 15-20 separate licenses, but some are federated, and some are not. Jon felt that we need to discuss the governance around that at some point. Would like this to be a topic of discussion at another meeting.
- Sharon discussed that if anyone has anything in the future that needs to be on the agenda to get that to Daniel.

Meeting adjourned 2:27 p.m.