IT Governance Program – Enterprise Services Committee

Meeting Minutes

November 16, 2021
1:30 – 3:00 p.m.

Attendance

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<tr>
<td>Dr. Debjyoti Banerjee</td>
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<td>Kristen Kubenka</td>
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<td>Dr. Lisa Blazer</td>
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<td>Jennifer Lightfoot</td>
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<td>William Deigaard</td>
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<td>Clint Merritt</td>
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<td>Dr. Juan Garza</td>
<td>X</td>
<td>Kyle Metcalf</td>
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<td>Jon Griffey</td>
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<td>Steven Ragusa</td>
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<td>Morgan Hammond</td>
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<td>Chris Reed</td>
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ITG Program Support

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<tr>
<td>X Sharon Mainka</td>
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<td>X Missy Mouton</td>
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ESC Guests

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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.

- Welcome to Steven Ragusa who is taking Ramesh Kannappan’s spot as the EIS representative.

- Collaboration Platforms Working Group membership – William Deigaard

  - William Deigaard discussed the Collaboration Platforms working group membership. William shared the draft of the charter for that group. [Draft Charter for Collaborative Platforms Working Group.docx](#)
  
  - The group is made up of both IT Pros and faculty members. Looking at this as more of an advisory group. Would like this to be a standing operational group that reports to/presents to this ESC Committee.
  
  - Plan to meet about twice a semester, more as necessary or while getting started. May have an occasional Ad hoc meeting when dealing with something urgent. Will stagger membership for continuity.
  
  - Motion made to create committee as a standing operational group under this committee. Motion Seconded. All in favor – None opposed. Motion passed.
Call for volunteers to be the liaison between the group and this committee. Discussion on what that liaison's role will look like.
William will go through ITAC and Faculty Senate to proceed.

Item 2:  **DocuSign Review**  
Description:  *Discuss a review of document signing products to produce a recommendations report.*

- Sharon Mainka discussed this item on the agenda.
- Product prices have recently increased. There was a goal of a specific number of licenses to decrease the price, but that goal was not met. Now looking at a task force within this group to research our options.
- Discussed membership for this task force: Will reach out to power users on campus to start, will also invite the ITAC, as well as academics.
- Motion made to create this task force. Motion seconded.
- Discussion: complex and difficult but worth it. Be conscious of the membership and have good representation of those with legal interests as well.
- Vote: All in favor, none opposed. Motion passed.
- Call for those interested in chairing: Juan and Sharon will co-chair.
- Interest in being on this task force: William Deigaard and Jennifer Lightfoot.

Item 3:  **Adobe Licensing Review**  
Description:  *Discuss a review of Adobe licensing and issues with login credentials.*

- Romona Stites and Jon Griffey discussed this item on the agenda.
- No central place to go for Adobe licenses. Central office is the only one orchestrating this.
- There is no standard of authentication or governance around SSO and authentication. Therefore, people can use the local Adobe login available instead of their NetID.
- Looking for a task force to work on this issue.
- Motion made to begin a task force, seconded.
- Discussion regarding timeline.
- Vote: All in favor- none opposed. Motion passed.
- Jon Griffey will chair this task force. Other participants from this committee: Daniel Roberts will find someone from his group to help.

Meeting adjourned: 2:40 p.m.