UNM IT Administrative Technologies Advisory Board
Minutes: Wednesday, February 15, 2017
Scholes Hall Roberts Room
1:00-2:30 p.m.

Attendees: Dorothy Anderson, Michele Brown, Elizabeth Metzger, Carol Parker, Chris Vallejos, Ava Lovell, Manu Patel, Brian Pietrewicz, Alesia Torres

Absent: Normal Allen, Terry Babbitt

Chaired by: Carol Parker
Support: Emily Morelli

Topics

1. Call to Order
   • Approval of amendment to Agenda.
   • Chair updates:
     o Process for future agendas: Agenda will be distributed one week prior to advisory board meeting; Chair will meet with CIO and DCIO regarding agendas; members submit items to Chair. Agendas and Minutes will be published to the Effectiveness & Efficiency website (E&E Administrative Advisory).
     o Carol is meeting with the chairs of the other advisory boards to brief them on how the Administrative Advisory is proceeding.
     o Carol is about 2/3 complete in meeting individually with Administrative Technologies Advisory board members for input.
     o Intake process meeting: So far, members have expressed great interest in developing a process by which the board gets sufficient information to make recommendations without micromanaging. Alesia Torres, Acting Director of Applications, has shared IT’s intake process with Carol. Carol will be scheduling a separate, one-hour meeting of the board to review the intake process. She believes with some tweaking it can be used for the Board’s process as well.

2. Review and Approval of Charter/Membership Changes
   • The revised charter was distributed today (2/15). Please provide input or approval by email.
   • Quick Review of Topics from Other Advisory Board Meetings
   • Duane briefed the group on the initial meetings of the Academic Technologies Advisory and Research Technologies Advisory Boards. Julie Coonrod, Dean of Graduate Studies, will chair the Academic Technologies board, and Patrick Bridges, Acting Director of CARC, will chair the Research Technologies board.
   • The Research advisory discussion recognized overlap with Academic advisory, and recommended a name change from Academic Technologies Advisory to Education Technologies Advisory. Members expressed gratitude that this was the first opportunity where researchers are directly involved in informing the decision making process for campus technologies.
   • The Academic advisory discussion recognized a need for clarity concerning overlap with the Faculty Senate Technologies Use Committee charter. It was decided to remove the at-large faculty members from the advisory board, and direct interested faculty to the Faculty Technologies Use Committee, with representation on the advisory board realized by Jonathan Wheeler (Chair, Faculty Senate Technologies Use Committee).

3. Environmental scan of existing subcommittees (charters, relevance and relation to Advisory Board)
   • ERP Steering group is now Administrative Advisory Board
   • ERP Leadership addresses the tactical coordination and planning for IT projects, from the
perspective of the enterprise environment. The group reviews workflow and the impact of implementation on other areas/projects/programs for planning purposes before deciding if escalation to Steering is necessary.

- ERP Operations reports to ERP Leadership and focuses on scheduling, business cycles, and technical issues.
- EAST is a security group that analyzes and implements security measures, and develops policies, procedures, and standards.
- Reporting Strategy is attempting to take a holistic view of the data warehouse. It has not been formally chartered.
- Action: Alesia will share her spreadsheet detailing the various groups, membership, and areas of focus. Duane will provide Charters for review.

4. Administrative Application Portfolio versus Academic Application Portfolio
- Alesia has researched definitions at other institutions, and recommends “Instructional” technology be used rather than “academic” technology.
- Action: Alesia and Elisha to circulate in advance of board discussion at next meeting

5. Definition of UNM’s ERP
- Alesia is examining the state and scope of currently supported applications and working on sorting them along “instructional” and “administrative” lines.
- It was decided that the list of applications should include locally supported apps as well as centrally supported apps. There will be overlap in academic, research, and administrative apps as well as in infrastructure, ultimately.
- Duane noted that the Funding Committee is examining existing licensing. There was concern that the Funding Committee could be making recommendations in a vacuum. It was clarified that the current Funding Committee was enacting to triage the current situation with recommendations for FY18 as we are in the budgeting cycle currently.
- There was discussion about the intake process and gate checks – with the clarification that the advisory board and funding committees should not be enacting checks that hinder business being completed in a timely manner. It was agreed that a balance between checks and timeliness in procurement is paramount and that the advisory board should not just be reactive, but pro-active in providing guidance to users on ERP-related proposals through enacted processes promoting good business practices and considering security issues. The advisory board will also be pro-active in communicating the processes and articulating relationships to respective areas. IT Officers will also be integral partners with units and central IT in terms of consultation on processes.

6. Facilitated Strategic Planning Session Scheduled for March 9, 2017
- March 9 participation is difficult due to timing/budgeting cycle.
- Action: Share thoughts with Carol before 3/9 for consideration in the planning process.

7. Request to Approve IT Recommendation regarding replacement of OneSource with Confluence
- Nader Kahlil presented the pros and cons of replacement (handout attached).
- Action: Cost will be added to request for documentation purposes.
- Action: It was agreed to move forward with the replacement of OneSource with Confluence as a local solution and as a pilot, with the understanding that it could be rolled out campus wide at some point.

Next Meeting: March 15, 1:00-2:30 pm Scholes Hall, Roberts Room