# UNM IT Administrative Technologies Advisory Board

## Minutes: Wednesday, March 15, 2017

*Scholes Hall Roberts Room*

1:00-2:30 p.m.

<table>
<thead>
<tr>
<th>Attendees:</th>
<th>Dorothy Anderson, Michele Brown, Elizabeth Metzger, Chris Vallejos, Ava Lovell, Brian Pietrewicz, Alesia Torres Normal Allen, Terry Babbitt</th>
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<tbody>
<tr>
<td>Absent:</td>
<td>Carol Parker, Manu Patel</td>
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<td>Chaired by:</td>
<td>Duane Arruti</td>
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<td>Support:</td>
<td>Emily Morelli</td>
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## Topics

1. **Call to Order**

2. **Quick Overview of topics from other Advisory Board meetings**
   - Research Advisory is still in forming phase. At their last meeting, they formed three subcommittees:
     - Charter Review & Revision – Barbara McCrady, Jonathan Wheeler, Bill Michener
     - Inventory – Monica Kowal, Grace Faustino, Mark Emmons
     - Needs & Prioritize Outcomes – Mark Childs, David Scott & Jonathan Wheeler
   - Academic Advisory
     - Alesia and Elisha presented the portfolio of applications with categorization as “academic” or “administrative” with acknowledgment of overlap and governance concerns.
   - Funding Committee
     - The funding committee is focusing on:
       1. bulk workstation purchasing procedure and a workstation cost model based on a singular workstation for faculty and staff, with regular refreshes;
       2. pooling funding for enterprise software;
       3. IT positions.

3. **Administrative Advisory Board Subcommittees (Alesia Torres)**
   - Alesia reviewed a list of existing ERP committees and elaborated on each group’s general purpose and function. Alesia recommended that the subcommittees continue to meet as they have separate, defined charges and have been productive working groups. There was discussion about Data Governance, which falls under the purview of the President’s office, and a desire for clarification about coordination and communication between the Data Governance group and advisory boards, and where the responsibilities for data governance will reside.
     - **Action:** Duane will meet with Kevin Stevenson regarding the Data Governance group.
     - **Action:** Alesia will distribute a list of subcommittees, with details to include function, attendees and frequency of meetings.

4. **IT Intake Process (Alesia Torres)**
   - Alesia presented intake on service requests, focusing on non-standard requests requiring escalation to the advisory board for recommendation to Governance Council with a goal of creating visibility and transparency, and prioritization of how initiatives proceed. To determine which requests are escalated to the advisory board, it was discussed that these criteria apply when:
     - 1) significant resources are needed; and/or 2) there will be significant cross-function business impacts; and/or 3) ERP steering feels the need to escalate.
   - It was discussed that a more structured planning process to present recommendations to Governance Council should coincide with budgeting cycle so that major initiatives are presented, prioritized and resources identified to include in planning for the next FY. The advisory board discussed a September - December timeframe.
• **Action:** Alesia will email information about 1) criteria for non-standard intake escalation and 2) Sept-Dec review cycle information for vote by advisory board members over email.

5. **UNM MyIT Dashboard (Tuan Bui)**
   - Tuan previewed the high-level dashboard view of Escalated Projects for input from the advisory board. The dashboard provides transparency and a holistic view of activities in IT. It was recommended that “Order” be changed to “Priority.” It was also recommended that an **Outcomes** column be added to show: 1) approval; or 2) approval with recommendation to send to other advisory boards for review; or 3) approval with modifications; or 4) disapproval.

Next Meeting: *April 19, 2017 1:00-2:30 pm Scholes Hall, Roberts Room*