UNM IT Academic Technologies Advisory Board

Minutes: Tuesday, April 25, 2017

Scholes Hall Roberts Room

9:00 am – 10:30 am

Attendees: Alfred Mathewson, Kate Krause, Mark Peceny, Tim Castillo, Mary Anne Newhall, Monica Orozco, Alex Seazzu, Greg Heileman, Jonathan Wheeler, Kevin Comerford, Elisha Allen, Alesia Torres, Brian Pietrewicz, Tim Johnson, Kirsten Martinez, Brian Kimura, Anthony Ballo, and John Reindorp.

Chair: Julie Coonrod

Support: Emily Morelli

Topics

1. Approve minutes (Mar 2017)
   • Approved

2. Quick overview of topics from other Advisory Board meetings
   • Research Advisory Board: The Research Advisory Board did not meet last month. They have formed three subcommittees to address 1) changes to the Charter; 2) current inventory of research technology; and 3) recommended needs for research technology. Those subcommittees will be reporting at their April advisory board meeting.
   • Administrative Advisory Board: At their March meeting, the Board reviewed a presentation by Alesia Torres regarding IT’s current Apps intake process for prioritizing and escalating any requests that IT receives, as well as a review of the overall workload for IT.
     Action: Alesia will present at the next Academic Technologies Advisory Board meeting.
   • Funding Committee: Kirsten Martinez reported that the Finance Committee has primarily focused on changes for FY18, including consolidating some software licensing and the funding of IT positions. In the instance of software licensing, the committee identified, with the assistance of ITOs, areas for cost-saving. They also recommend a coordinated purchasing process of workstations to take advantage of vendor volume discounts. Greg Gaillard is taking the lead on identifying specs and tiered options for departments for provisioning as an opportunity for cost savings and standardization. The ITOs are already sharing a common image as well. The Finance Committee will begin drafting an FTE allocation model based on what UNM is spending on technology, identifying funding sources, and gathering detail.
   • Based on recommendations to the Budget Leadership Team, UNM is making changes to UNM-issued cellphones. To recognize cost savings, we will issue voice and text phones only to UNM employees. We are requesting that employees with UNM-issued smartphones switch to either a basic phone or move to the reimbursement option (which is a $40 reimbursement to off-set business use of a personal phone). This will be a phased approach, and during the transition, employees may continue to use a UNM smartphone until it needs to be replaced, then move to the reimbursement plan. This gives IT an opportunity to phase out additional costs dependent on that revenue. An exception process will go through the EVP level.
     Action: Kirsten will follow up with University Counsel regarding training on IPRA/business use. Contract and grant funded phones will remain an exception.

3. IT Officer Services continued (Elisha Allen)
   • Review of first 11 slides.
• Elisha gave an overview of data regarding Learning Management System, Faculty Survey, and online classes.

Miscellaneous
• Definition of “workstation”: will define for the purpose of presentation as a computer or end-user device.
• College of Education and Law have identified “guest” ITOs to attend meetings. They will be providing information on their services and users.
• The ITOs are currently developing a detailed document to show where value is being created by their transition to IT.
• Duane, Brian and Ann Swancer (Branch ITO liaison), have been visiting Branch campuses and having discussions about opportunities for support and collaboration. The initial concern with having branch ITOs has to do with SLAs and governance. We have identified some areas where branches can work better together and with Main Campus IT. Future identification of staff skill sets and specializations will result in broader service.
• Discussion regarding a syllabus template in Learn – Greg and Elisha will coordinate before Fall semester.
• Duane reminded members of the Strategic Planning session on 4/28. Elaine Rising is the primary contact for questions or more information.

Next Meeting: May 23, 2017 from 9:00-10:30am in Scholes Hall, Roberts Room