UNM IT Administrative Technologies Advisory Board  
Minutes: Monday, October 23, 2017  
*Scholes 101*  
1:00-2:30 p.m.

Attendees: Elizabeth Metzger, Rich Wood, Norma Allen, Ava Lovell, Manu Patel, Brian Pietrewicz, Kirsten Martinez, Elisha Allen, Jeff Gassaway  
Chaired by: Duane Arruti  
Support: Elsie Whittle

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| 1. Review and Approve Previous Minutes (September 2017)  
  - Approved.  
  2. Project Escalation  
    - Alesia, Nader Khalil and Tuan Bui reviewed Priority 1 or 2 projects that had been flagged for escalation to the Administrative Advisory Board. Projects are categorized as Priority 1, 2, or 3, decreasing in priority in that order.  
    - Alesia noted that there are 31 functional requested projects on the Administrative side, some of which are underway and did not go through the scorecard process originally. The goal was to familiarize the Board with the project list and organizational scorecard. There was discussion about the overall goal for approval/disapproval of escalated projects. Approval of escalated projects does not prioritize them, but adds them to the list of projects for prioritization. The escalation tab shows the Board which requested projects might consume resources and funding for approval to ensure they make sense to include on the prioritization list. There are eleven projects listed in the dashboard view, “Escalation” tab.  
    - Nader Khalil presented, Manager of the COTS team, presented the list of escalation projects.  
    - Tuan presented the “Youth on Campus Database Application”, initiated by the Office of the President. The goal is to streamline the collection of information from multiple entities regarding youth visiting UNM campus for events. It was flagged for escalation due to the size of the project and the development of a new system. The proposal is to move forward to evaluate a solution for implementation. It was suggested that the database be renamed “Minors on Campus Database Application.” The system was requested by the Minors on Campus Taskforce. There was discussion about how funding would be requested, and Duane noted that the current request is for evaluation of commercial products and development activities. Once the evaluation is completed, a recommendation will be made to the Office of the President, and a funding request will happen then. The Board approved the current request.  
    - Tuan presented a project to “Support Common Course Number Initiative,” a state initiative to convert 3-digit course numbers to 4-digit by the end of 2018 for ease in transferring credit. It was lagged for escalation due to the number of campus processes and teams impacted by this initiative. It was suggested that the Higher Education Department mandate should be captured in the project’s opportunity statement. There was discussion about HED’s role in funding the project. Alesia noted that a group will be discussing opportunities to cost-share or find lower-cost alternatives at NMTIE in November. It was suggested that “Advising” be added to the list of offices impacted. The Board approved the request.  
  1. Nader presented the “Main Campus Faculty Load and Compensation (FLAC)” initiative to move functionality – Banner tables for faculty workload and compensation. The Board opted to defer approval due to lack of information. Rich Wood will discuss the project with Teresa |
Ramos first. Rich was able to later add more details for Nader to capture in the project opportunity statement. Duane will ask Teresa to send out more information regarding scope and impact and when analysis was made.

2. Nader presented the “Banner 9 Project” to move enrollment management Mod 3 functionalities to Banner 9 from Banner 8 for enrollment management. Escalation is due to impact in cross-functional areas. The one-time cost will be $30k, including use of our own code and utilization of a vendor discount. There will be recurring fees for maintenance. The next step is for Alesia to send contract verbiage to Duane with her feedback. The Registrar would like to keep functionality as it is critical to the student experience. Nader also added that if this project does not move forward, it will keep the Registration Banner 9 roll out from moving forward as well. There was discussion about what funding streams are available for the committee. Duane explained that first steps are to work with requesting offices to resolve funding issues for one-time funding. In this particular case, IT would work first with Enrollment Management, then the Provost’s Office, with the final funding request, if needed, to the Executive Council. For recurring funding, the request would go through the budgeting development process with the endorsement of the Board. The Board approved the request.

3. Miscellaneous
   - Duane noted that the Strategic Plan direction was approved by the IT Executive Council at their October meeting.

Next Meeting: November 15, 2017 1:00-2:30 pm