UNM IT Administrative Technologies Advisory Board  
Team Charter 12/1/2016

1. **Name:** UNM IT Administrative Technologies Advisory Board

2. **Vision:** To improve the effectiveness and efficiency of UNM information technology (IT) services, the board will work with the IT Governance Council to ensure proper support and strategic alignment of technologies that enhance the quality of UNM’s administrative functions.

3. **Mission / Purpose:** The board will provide the IT Governance Council with recommendations on strategic direction, operational guidelines, policies, standards and project priorities that support technologies aligned with administrative needs. Recommendations will include, but not be limited to, technologies that support administrative functions of the University such as enterprise applications, Customer Relationship Management (CRM) report development, document imaging, telephony and email. It will be the responsibility of the board to ensure that UNM maintains an awareness of emerging administrative solutions supported by technology innovation, and crafts appropriate strategic responses.

4. **Scope** Scope is focused on Main Campus and the Branch Campuses, but will also need to consider services provided by UNM IT to HSC and UNMH.

5. **Charter Date:** December 1, 2016

6. **Relation to Other committees:** The board will support the IT Governance council and work with the other boards and committees as needed.

7. **Membership, Areas Represented, Commitment:** AVP For Enrollment Management  
VP for Human Resources  
Controller  
Sr. Vice Provost  
AVP Institutional Support Services  
AVP Budget, Planning and Analysis  
HSC Executive Officer Finance and Administration  
Director of Internal Audit (Ex-Officio)  
CIO (Ex-Officio)  
Deputy CIO (Ex-Officio)  
Director for Enterprise Applications (Ex-Officio)  
Director of Campus Outreach and Engagement (Ex-Officio)  

Members of the board will review and recommend strategic directions related to administrative technologies at UNM.

8. **Membership Authority:**  
- Recommend administrative technology that aligns with the strategic direction to IT Governance Council
| Roles and Responsibilities: | • Recommend policies and approve standards related to technologies that support administrative functions at UNM  
  • Oversee investment in administrative technologies  
    o Recommend prioritization of projects to IT Governance council  
    o Fund projects directly or indirectly through budget request process  
    o Review major software contracts and recommend to IT Funding task force  
  • Accountable to IT Governance council for administrative technology related projects and operations |
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| 9. Relation to UNM IT Strategic Plan: | The Advisory Board will recommend strategies related to administrative technologies to IT Governance council. The board will also ensure alignment of administrative technology goals with the UNM IT strategic plan.  
  This effort aligns to the mission of the University and the following areas of UNM’s Strategic Plan:  
    • Become a Destination University  
    • Prepare Lobos for Lifelong Success  
    • Advance Discovery and Innovation  
  IT Areas of Strategic Focus:  
    • IT infrastructure and services in direct support of learning  
    • IT infrastructure and services strategically aligned with the Academic Enterprise: Instruction and Research  
    • IT services to the university workplace – well-supported with enterprise infrastructure and applications that add value to the business functions  
    • Services to external and direct IT customers are well supported  
    • Support of IT decision-making: appropriate and timely information for decision-making |
| 10. Meeting Frequency, regular time & location: | The board will initially meet monthly. Ongoing meeting frequency will be determined by the board. The board will be available for urgent decisions as needed. |
| 11. Administration: | Decisions will be made by consensus; if a consensus cannot be reached, the resolution will be the responsibility of the Chair and could include escalation to IT Governance Council. |
| 12. Meeting Chair: | Elected from voting membership (1 year term period) |
| 13. Agenda & notes location: | Minutes, agendas, and materials will be published on the web. Monthly reports will be provided to IT Governance council. |
| 14. Governance: | IT Governance Council |