# UNM IT Funding Task Force
## Proposed Team Charter
### 12/1/2016

<table>
<thead>
<tr>
<th>1. Name:</th>
<th>UNM IT Funding Task Force</th>
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<td>2. Vision</td>
<td>To improve the effectiveness and efficiency of UNM information technology (IT) services, the board will work with the IT Governance Council to develop a sustainable IT funding model to ensure consistent IT services for faculty, staff, and students.</td>
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<td>3. Mission/ Purpose:</td>
<td>The task force will evaluate the current funding of information technology (IT) at UNM and provide a recommendation of an IT funding model for IT in preparation for FY18.</td>
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<td>4. Scope:</td>
<td>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.</td>
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<td>5. Charter Date:</td>
<td>December 1, 2016</td>
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<td>6. Relation to other committees:</td>
<td>The task force will support the IT Governance council and work with the other boards and committees as needed.</td>
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<td>7. Membership, Areas Represented, Commitment:</td>
<td>The task force will include representation from UNM Academic, Administrative, and Research areas: Kirsten Martinez, Fiscal Operations Director, Information Technologies Nicole Dopson, Financial Officer, Provost’s Office Elizabeth Metzger, Financial Services Kevin Stevenson, Strategic Planner, President’s Office Justin Walters, VP Research Office Norma Allen, Office of Planning, Budget, and Analysis Fran Wilkinson, Senior Associate Dean, UNM Libraries Mark Maddaleni, College of Arts and Sciences Desiree Gathings, HSC Finance and Administration Lori Callison, Institutional Support Services IT Officers, as needed HR, as needed Members of the committee will bring their expertise to review and advise on activities associated with development of a new funding model for IT, including evaluation of existing funding streams, IT spend, and unique organizational IT needs.</td>
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<td>8. Membership Authority Roles</td>
<td>Convert existing funding model, which includes chargeback, to an allocation model based on a tiered university FTE (tiered low, medium and high use of technology).</td>
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| and Responsibilities | Identify the services that will be funded via an FTE model  
|                      | Remove fees for enterprise services  
|                      | Identify what services, e.g., supplemental that would remain fee for service  
|                      | Incorporate long-term financial plans for information technology, including capital support for new systems and infrastructure, replacement cycles  
|                      | - Establish IT spend review process, including a framework for PO approvals and IT participation in RFP committees.  
|                      | - Centralize IT budgets from distributed IT to Central IT where appropriate, and establish financial and service agreements with distributed units to support restructuring efforts.  
|                      | - Establish a framework to ensure transparency, including the cost of delivering each IT service to assist in understanding IT budget requirements and help reduce costs.  
|                      | - Establish the funding process for new unfunded IT requests, to include designated funding by area, adjustments to FTE funding model, state appropriations requests, capital expenditures, etc.  
|                      | - Identify grant opportunities for funding improvements to IT services  
| 9. Relation to 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 task force will initially meet bi-weekly, but will determine a meeting schedule necessary to meet project timelines and deliverables.  
| 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: | Kirsten Martinez, Fiscal Operations Director, Information Technologies  
| 13. Agenda & notes location: | Minutes, agendas, and materials will be published on the web. Monthly reports will be provided to IT Governance council.  