UNM IT Academic Technologies Advisory Board
Minutes: Tuesday, February 27, 2018
Scholes Hall, Roberts Room
9:00 am – 10:30 am

Attendees:  Alex Seazzu, Alfred Mathewson, Robert Delcampo, Mark Peceny, Kymberly Pinder, Debby Knotts, Jon Wheeler, Brian Pietrewicz, Duane Arruti, Elisha Allen, Tim Johnson
Chair: Julie Coonrod
Support: Emily Morelli

### Topics

1. Approval of Previous Minutes (January 2018)
   - Approved with correction.

2. IT Governance Policy
   - The current Policy 2560 refers to governance structures that no longer exist. Revisions include incorporation of the advisory boards and inclusion of the HSC Chief Information Officer. Section 2.2 identifies the role of the HSC CIO. Section 2.3 details cross-coordination between the HSC and Main Campus. The joint Main-HSC operations committee has been reinstated and meets monthly. Policy changes were developed in conjunction with Richard Larson, Executive Vice Chancellor of the Health Sciences Center. CIO Arruti expects Policy will be released for campus comment by the Policy Office sometime next month.
   - There is not a redlined version available that incorporates all edits, as it went through multiple drafts, but the current Policy 2560 is online for comparison.
   - Please send any feedback to CIO Arruti/Emily Morelli for discussion at the next Advisory Board meeting.

3. Advisory Board Goals CY2018
   - CIO Arruti and Chair Coonrod presented two goals for consideration, clarifying that the timeline is in relation to the budget cycle:
     1. Baseline FY19 major initiatives/projects by June 30
     2. Ensure use of consistent intake and scorecard by July 1 for all new major initiatives/projects
        i. Requires any subcommittees for scoring to be in place
        ii. Prioritized major initiatives/projects and any funding requests for FY20 before winter break
   - CIO Arruti noted that a third goal to identify IT initiatives for state funding, as suggested by the Administrative Advisory Board, could also be added. An example of a state initiative for higher education technology was issuance of a $36M general obligation bond for multiphase implementation and infrastructure improvements. Also funded was a joint request by a number of higher education institutions to transition from Banner 6 to Banner 7, for approximately $1M for training, consulting, statewide, for implementation with some funds earmarked toward institutional software needs. DCIO Pietrewicz stated that additional requests have been made for data center upgrades, fiber optic upgrades and classroom renewals. There is also an outlay request for a new IT building.
   - Chair Coonrod requested an example of projects on the horizon for scoring in July. Tim Johnson, Associate Director, Academic Technologies, stated that he hopes to present a plan for Mitchell Hall for $150k for 34 classrooms to digitally upgrade. Elisha Allen, Director of Academic Technologies noted that there is a list of projects on the MyIT dashboard. It was
suggested that the preliminary subcommittee committee will review projects to determine which ones are presented to this board.

- Chair Coonrod inquired how recurring projects will work in the review process. CIO Arruti noted that they will be part of the review process to the extent that vendor issues change UNM IT’s prioritized direction. Ne clarified that the benefit of having a baseline is knowledge of what intended objectives are at the beginning of the year. New projects will come in over the course of the year, but unplanned projects should only arise from emergent situations.

4. Election or Reconfirmation of Chair (Julie Coonrod)
   - The Board elected Mark Peceny, Dean of the College of Arts & Sciences, as Chair.
   - Dean Peceny updated the Board on a project in College of Arts & Sciences to be integrated into the IT Workstation Management system, which is an example of the type of efficiency that should come from this process. He will update the Board periodically on this initiatives.

5. Data Center Outage (Brian Pietrewicz)
   - DCIO Pietrewicz reiterated that IT is planning to conduct a data center outage on Memorial Day weekend to handle preventive maintenance. IT is also developing a mass communications plan to keep campus informed through several channels.
   - Chair Coonrod asked how frequently maintenance should occur. DCIO Pietrewicz stated that because the building is so old, he is recommending that UNM pursue cloud services or another alternative rather than renovation of the building. Migration to cloud would occur before maintenance will be needed again. This maintenance will allow for a couple of years to sort out the next steps.
   - Internet will remain up and email is expected to be up and running as well.
   - CIO Arruti clarified that the outage team is identifying key services (after life-safety issues) to mitigate impact.
   - Chair Coonrod suggested some faculty may be planning to work that three-day weekend and suggested it would be reasonable to send out a communication to explaining the shutdown, what IT is doing to mitigate, and that there is a chance that email might be down. She also asked if there were any known research deadlines. DCIO Pietrewicz stated that the Research Advisory Board did not raise any objections or mention deadlines, but that he would circle back with them as well. He reiterated that communication is critical and asked for assistance in disseminating information.
   - Debby Knotts indicated the Nursing faculty would be impacted and stated that a notification to plan for possibilities would be important.
   - Action: Emily will share the communication plan with the Board.

6. Escalations/Intake/Scorecard (Elisha Allen & Alesia Torres)
   - Alesia Torres, Director, IT Applications stated that the intake scorecard has been reviewed in the previous board meeting and through a disseminated draft. She inquired if the draft is close enough to final that it can be built into MyIT in order to begin scoring projects.
   - Chair Coonrod suggested that the Board form a subcommittee to finalize the scorecard. The Board concurred.

7. Subcommittee Formation (Elisha Allen)
   - Elisha Allen, Director, IT Academic Technologies, listed the suggested membership and clarified that it was a large committee, not truly a subcommittee of this Board. Chair Coonrod requested graduate studies representation and offered to serve. Director Allen also clarified that the subcommittee will make recommendations, not decisions, about projects that will be impactful to campus.
- It was agreed that Elisha Allen will chair and convene the subcommittee with review of effectiveness after it has met for a while.

Next Meeting: *Tuesday, March 27, 9-10:30 am, Scholes Hall, Roberts Room*