**UNM IT Administrative Technologies Advisory Board**  
**Minutes: Wednesday, May 17, 2017**

*Scholes Hall Roberts Room*  
1:00-2:30 p.m.

**Attendees:** Dorothy Anderson, Elizabeth Metzger, Chris Vallejos, Ava Lovell, Brian Pietrewicz, Alesia Torres, Normal Allen, Terry Babbitt, Elisha Allen, Elaine Rising  
**Absent:** Manu Patel  
**Chaired by:** Duane Arruti  
**Support:** Emily Morelli

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| 1. **Elect New Chair**  
  - Carol Parker has accepted a position at UTEP and has stepped down from the advisory board. Chris Vallejos volunteered to fill the vacated Chair. Present board members unanimously voted in the affirmative. |
| 2. **Strategic Planning**  
  - Consultant reviews of campus IT by KSA and TIG serve as initial reports informing our strategic planning process.  
  - The Office of the CIO held an IT Strategic Planning Retreat on 4/28/17. The participants were primarily from the academic advisory board, with one member from the research advisory board, and IT leadership, as well as a few ITOs. A consultant form the Educational Advisory Board presented key challenges in the higher education landscape during the morning, and the afternoon session was more interactive and very successful.  
  - Deliverables from the retreat are draft documents reflecting guiding principles, a SWOT analysis, desired future reputation, mission and vision statements, and an overview of the planning process. The advisory board reviewed the drafts.  
  - SWOT analysis discussion: Compliance is considered both a strength and a threat due to the fact that compliance issues tend to be prioritized, but also are changing rapidly (NIST, new regulations) and areas across campus are struggling with the expense of keeping up with regulations.  
  - **Action:** Add “Cyber security” as a threat on the SWOT analysis. Add “proactive” and “depth” as bullet points on the list of attributes for future reputation.  
  - Members were unsure of what “without boundaries” meant in the vision statement, but felt it should stay if it is important to the message IT wants to convey. There was a suggestion to add “preferred partner” as well.  
  - Next steps will be to take IT tactical plans and roll them up under defined goals, while also moving top-down from the University’s strategic goals, meeting in the middle, to ensure alignment. We will continue to present as the plan iterates, and the advisory boards and other stakeholder groups will be updated for feedback as functional participants to ensure an effective partnership with campus.  
  - The strategic plan will be finalized by the end of August.  
  - We also plan to work with boards in an Oct-Nov timeframe to determine which initiatives are critical to move forward, and then adjust our roadmaps based on feedback. This helps us to align with the budget process.  
  - Chris recommended that we begin defining by goals and objectives through analysis of the determined weaknesses and threats, then narrow it down with responsible SMART goals, and then determine tactics.  
  - Elaine Rising, Associate Director for Community Initiatives and Strategic Planning, is the contact for more information or to provide input. |

**Next Meeting:** June 21, 2017 1:00-2:30 pm Scholes Hall, Roberts Room