SUMMARY FOR OPERATIONAL IT COMMITTEE MEETING

DATE: March 20, 2014
TIME: 1:45-3 p.m.
LOCATION: Marriott Library Boardroom, 5th floor

IN ATTENDANCE:
Cathy Anderson  Michele Ballantyne  David Browdy  Rich Brown
Tom Cheatham  Eric Denna  Cynthia Furse  Pat Hanna
Chris Ireland  Mary Parker  Wayne Samuelson  Amy Wildermuth
Ruth Watkins

COMMITTEE SUPPORT: Rene Eborn

UNABLE TO ATTEND:
Martha Bradley  Alberta Comer  Gordon Crabtree  Quinn McKenna
Mike Perez  Jim Turnbull  Mike Strong  Raymond Tymas-Jones
Jeff West

ALSO IN ATTENDANCE:
Steve Corbató, Deputy CIO, Interim Director of Center for High Performance Computing

AGENDA ITEMS DISCUSSED:
• Approval of prior meeting minutes
• New OITC member approval and welcome — David Browdy
• Meeting schedule/format
• Service units adding resources and funding to UIT
• Document management
• Purpose for investing in UIT

Approval of prior meeting minutes

The minutes were approved with no changes. In the future, this will be completed online via the OITC Canvas Site.

New OITC member approval and welcome — David Browdy

Ruth Watkins introduced OITC’s newest member, David Browdy, who has been Chief Financial Officer for University of Utah Health Sciences for the past six months.

Meeting schedule/format

Watkins suggested the group could make the most of its face-to-face time by sharing informational items and some discussion online, thus saving meeting times for action items. The group agreed to
move to that format on a trial basis. Updated information regarding how to access will be sent out in the next week.

Service units adding resources and funding to UIT

Patricia Hanna summarized University Support Services Portfolio and Faculty IT Advisory Committee discussions and meetings regarding whether entities should be able to speed up their IT projects by offering additional funding. She said both groups were “unanimously and vigorously against it” if it meant shifting existing resources from projects higher on the priority list. This would not concern grant funding that has an IT component, just projects that have gone through the USS Portfolio for prioritization. Both the portfolio and faculty advisory committee had concerns that taking additional funding for some projects could compromise the strategic value of the governance process.

Hanna said there are looming resource challenges where demand appears to exceed resource supply, and the USS Portfolio is requesting OITC’s guidance prior to being faced with outside requests to fund a project to a higher priority. After discussion about various funding nuances, Watkins said it appeared the OITC was in favor of allowing the USS Portfolio to be the primary arbiter of project prioritization. Also, funding and available resources could be considered by the portfolio in its decisions, but should not be the driver of them.

Document management

Hanna brought the issue of document-management solutions forward as an example of a broader concern for the USS Portfolio. The Admissions office requires a document-management platform in a specific timeframe, and several other campus entities also have expressed serious interest in some form of document-management system. Most of these groups are not working in concert toward a decision. Through various conversations, the USS team and portfolio can see a pattern of shared need. Hanna wants to know how the USS Portfolio can bring these projects to the attention of the broader campus so that a potential common-good service could be funded centrally but in a time-sensitive manner.

Mary Parker said Admissions is aware that others would like a similar solution and is writing its request for proposals in such a way as to apply to a wide range of departments. She noted that while there is a desire for this solution by others on campus, for Admissions it is critical to keep the process moving to ensure enrollment runs smoothly. Watkins said it would be beneficial to hear from a document-imaging expert about the universal nature of document-management systems versus how specialized certain elements may be. That could help alleviate some of the concern about purchasing a solution for one area without fully vetting it with every group seeking such a product.
Watkins also assured Hanna that if the USS Portfolio ever needed outside consultants to help sort out these issues, there are resources available. She said the document management RFP should be written as to keep the door open for others across campus to employ the same solution.

**Purpose for investing in UIT**

Denna shared with the group a graphic he believes is helpful in making strategic IT decisions. The graphic suggests investments should be made in areas that are both mission critical and market differentiating, while seeking parity in areas that are mission critical but not market differentiating. Denna said as the University looks to grow its technology, it should do so with an eye toward saving resources for the differentiating areas and be wary of over-allocating for areas where parity is the goal.

Watkins said the important thing is that when the University seeks a change, it has to be for the better. Others agreed that although change can be difficult, people are open to it if there is a better option available and every effort is made to ensure a smooth transition.

<table>
<thead>
<tr>
<th>Action</th>
<th>Topic</th>
<th>Person/Group</th>
<th>Next step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Approval of prior meeting minutes</td>
<td>Portfolio</td>
<td>The prior meeting minutes were approved.</td>
</tr>
<tr>
<td>Approved</td>
<td>Meeting schedule/format</td>
<td>Portfolio</td>
<td>The group will share informational items online and save face-to-face meetings for handling action items.</td>
</tr>
<tr>
<td>Discussed</td>
<td>Service units adding resources and funding to UIT</td>
<td>Portfolio</td>
<td>The group agreed that the USS Portfolio should set priorities for USS work based on strategic decisions, and may take funding into account if it does not lead to siphoning resources from higher-priority projects.</td>
</tr>
</tbody>
</table>