

**SUMMARY FOR UNIVERSITY SUPPORT SERVICES PORTFOLIO**

**DATE: September 16, 2014**

**TIME: 11 a.m.-12:30 p.m.**

**LOCATION: Warnock Engineering Building, Room 1850**

**IN ATTENDANCE:**

Mollie Cummins	Ed Davies	Larry Dew	Patricia Hanna
Jeff Herring	Sandy Hughes	Karen Macon	Lori McDonald
Debbie Rakhsha	Brian Rasmussen	Andrea Rorrer	Gordon Wilson

**COMMITTEE SUPPORT:** Aspen Perry, Rene Eborn

**UNABLE TO ATTEND:**

Brent Brown	Steven Corbató	Cory Higgins	Laura Howat
Michael Kay	Matt Lopez		

**ALSO IN ATTENDANCE:**

Stephen Petersen, Director, Health Sciences Finance  
Marv Hawkins, Associated Director, University Support Services

**AGENDA ITEMS DISCUSSED:**

- Quali changes
- New projects review
- Proposed charter membership changes
- Electronic document management update

**Quali changes**

Debbie Rakhsha gave a quick update regarding significant changes to the Quali consortium's approach. Steve Corbató was out of town but wanted portfolio members to have an overview of the changes, with the intention of giving a more in-depth report at the next meeting. The non-profit higher-ed software consortium has opted to add a for-profit arm to develop the software and offer hosted solutions. The software is still expected to be freely available for on-site installations. Members were told that no Quali software is currently used at the university, but several staff members have been developing Quali Student as part of the U's commitment to the Quali Foundation. That commitment ends in June. The members agreed to wait for further details before deciding whether to make any suggestions to the Operational IT Committee (OITC).

**New project review**

The group reviewed the overall project rankings with the newest requests added. Some projects were identified as needing additional information to be properly ranked. The group agreed on a final ranking with a few changes.

**Proposed charter/membership changes**

There are some membership changes being proposed, and Pat Hanna will forward those to the OITC for consideration. One such change is having Stephen Petersen replace Larry Dew. Also, Rakhsha would join Corbató as a non-voting member to avoid the appearance of a conflict of interest. Hanna also would like to update the portfolio charter to reflect the way the portfolio approaches its duties now, which differs from the way it is described in the charter. One issue to be addressed is the need to make the portfolio aware of third-party software requiring local integration, as these projects consume upfront and ongoing resources. Hanna will forward that to the group for thoughts, then seek formal approval before sending it to the OITC.

**Electronic document management update**

Document management software has been a much talked about commodity on campus in the past 18 months, with many organizations seeking some form of a document management solution. UIT staff worked with several areas to understand the needs, and ultimately Admissions was chosen to become the umbrella request for all document management needs. Marv Hawkins shared with the portfolio the process Admissions used to create its request for proposals. The RFP sought to find not only vendors that would suit Admissions’ needs, but also those that could accommodate other areas of the university. Two proposals have been chosen as frontrunners, and demonstrations will be held in October. Stakeholders from across the university are invited to view the demos, though only members of the oversight committee will be able to ask questions of the vendors. Those members will take input from others to ensure the appropriate solution is chosen. This process is a model for how future broad-interest RFP’s could be handled.

Action summary			
Action	Topic	Person/Group	Next step
Decision	New project requests	Portfolio	Several changes were made to the project rankings. The rankings were approved. Some projects require additional information from the project sponsor.
Action Item	Proposed charter/membership changes	Pat Hanna	Hanna will forward the group the proposed changes to the membership and charter of the portfolio for suggestions. The group will take a final vote on the changes at a later date before sending them to OITC for approval.