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:

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

Kuali changes
Debbie Rakhsha gave a quick update regarding significant changes to the Kuali 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 Kuali software is currently used at the university, but several staff members have been developing Kuali Student as part of the U’s commitment to the Kuali 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.

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<tr>
<th>Action</th>
<th>Topic</th>
<th>Person/Group</th>
<th>Next step</th>
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</thead>
<tbody>
<tr>
<td>Decision</td>
<td>New project requests</td>
<td>Portfolio</td>
<td>Several changes were made to the project rankings. The rankings were approved. Some projects require additional information from the project sponsor.</td>
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<tr>
<td>Action Item</td>
<td>Proposed charter/membership changes</td>
<td>Pat Hanna</td>
<td>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.</td>
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