

Shared Governance Handbook Document

Title: Information Technology Governance Proposal

Purpose:

To outline the procedures associated with the College-wide technology planning and purchasing to offer services in the most effective manner.

References:

Add any references to State/Federal laws, other Shared Governance Policies or College Policies.

Definitions:

APO – Administrative/Professional Organization

CEO – Classified Employee Organization

IT – Information Technology

TIC – Technology Investment Committee

Handbook Detail:

President's Cabinet (Meets bi-weekly)

Executive level structure for aligning the information technology strategy with the organizations business strategy; monitor progress by evaluating achievement of specific milestones; establish lines of responsibility and accountability at the onset of the project.

- Lead development and accountability of the technology strategic plan
- Sets key IT project priorities
- Establish IT principles, practices and policies
- Address resource concerns (staffing, budget, space)
- Address organization-wide strategic IT issues if necessary

Membership: President's Cabinet

Reports be reviewed: Technology Investment Committee report

Technology Investment Committee (Shared Governance): (Meets as required, but at least quarterly)

- Review complex/long term project requests and new system requests and provide recommendations
- Review project/system resource requirements (hardware, software, and staffing)
- Ensure IT investment is consistent with requirements and project goals and objectives
- Make recommendations related to implementing policies and regulations governing technology
- Identify IT related opportunities and maximized benefits
- Ensure IT resources are used effectively and efficiently
- Produce summary report on project/system recommendations, including justification for or against the recommendations, to be submitted to the President's Cabinet for final review and approval.

Membership: Director of Computing and Media Support (Chair) (1), OIST Project Manager (Co-Chair) (1), Academic Technologies representative, (2) Faculty representatives, (1) Human Resources representative, Campus Business Manager, (2) Student Affairs representatives, (2) CEO representatives, (2) APO representatives, (2) SGA representatives.

Note: The members of this committee will not serve in a cross membership capacity. They can serve as a specific representative as listed above or as their constituency representative, **not** both.

Proposed Mission Statement:

The Technology Investment Committee (TIC) reviews current services provided to college stakeholders—students, faculty, and staff— and seeks opportunities to offer services in the most effective manner.

The committee will enhance the College's ability to receive the most value from our strategic investments: doing the right thing in a timely manner while remaining fiscally responsible. Proposed complex/long term technology initiatives and new system requests will be analyzed and prioritized based on their total cost/benefit value while encouraging engagement and transparency throughout the process.

Criteria for review by Technology Investment Committee:

1. When requesting a new software application, cloud service, telecommunication hardware, or technology system which carries either an initial cost that exceeds \$2,500 or obligates the college to a reoccurring expense in excess of \$2,500.
2. When requesting to replace an existing software application, cloud service, telecommunication hardware, or technology system which carries an initial cost that exceeds \$2,500 or obligates the college to a reoccurring expense in excess of \$2,500.

3. When enhancing an existing software application, cloud service, telecommunication hardware, or technology system which carries an initial cost that exceeds 5% of the annual licensing fee or obligates the college to a reoccurring expense in excess of \$2,500.
4. When requesting Strategic planning funds or Educational Foundation funds, which contain licensing of software or purchase of any technology equipment that will obligate the college to an annual operating expense in excess of \$2,500.
5. When the requested software application, cloud service, telecommunication hardware, or technology system will be used by two or more campus locations (college wide).
6. Exclusions from the above criteria include existing contracted software maintenance/licensing fees, telecommunication hardware replacements, or technology system replacements contained within the Office of Information Services and Technologies (OIST) operating or capital budgets.

OIST Committees

OIST Operations Committee: (Bi-Weekly)

- Recommend IT priorities, aligned with strategic direction, technical resources and project time, cost and scope
- Implement project plan
- Foster coordination and collaboration
- Ensure quality improvement
- Establish measurement criteria for managing risk and audit performance (time-cost-scope)
- Produce summary report on projects/challenges for IT Steering Committee

Membership: Director of IT (Chair), Director of Enterprise Applications, Information Security Administrator, Campus IT Directors (4), OIST Network Engineer, Technology focused Faculty representatives, (1) Academic Technologies representative

OIST Leadership Committee: (Meets Monthly)

- Track, adjust, and manage current IT priorities and objectives
- Coordinate resources between departments
- Review current budget resources and provide fiscal oversight
- Discuss, draft, and recommend policies
- Draft and implement standard operating procedures (SOP)
- Coordinate, establish and maintain knowledge management practices and procedures
- Identify resource (staffing, funding, space) deficiencies and recommend solutions
- Produce summary report of minutes for IT Steering Committee

Membership: VP of IT/CIO (Chair), Director of IT, Director of Academic Technologies, Director of Computing and Media Support, Director of Enterprise Applications, OIST Project Manager, Executive Assistant to the VP of IT/CIO.

PROPOSED