1. Review of minutes
   a. Action item update: the criteria and tool for assessing proposals is being worked on by coordinators
   b. Action item update: the list of Active IT Investments has been updated based on feedback from Council at last meeting, as well as reviewed by the Core IT and Security Committee
   c. Minutes were approved

2. Committee updates (chairs)
   a. Core IT and Security
      i. Met twice since last Council meeting
      ii. Tested the template with a few investment proposals; elicited good discussion
      iii. Reviewed and updated the Active IT Investments List, focusing on initiatives within the Core IT and Security portfolio
      iv. Plan to review the active investments in the other portfolios
   b. Academic and Student Life
      i. Provided feedback on draft IT Investment Policy
      ii. Discussed how the committee will operate
      iii. Identified membership gaps
         1. Representation from Ancillary Operations (to be filled by Wayne Rose)
         2. Representation from CITL (to be filled by Thomas Hawkins)
         3. Representation from MUNSU/GSU (no attendance so far)
iv. Would like an online space to collaborate and share documents amongst the committee members

c. Administrative Services IT
   i. Two proposals reviewed – Web Content Management System and Onbase for HR; a challenge during the review was ensuring the proposal assessment stayed at the business need/impact level (a standardized tool for assessment is required)

d. Research IT
   i. Reviewed a draft of a research data management proposal

3. IT Investment Policy – in consultation
   a. Currently in the formal consultation period as per Policy Framework
   b. Feedback is due by June 19th
      i. Feedback will be reviewed and the draft policy will be updated if necessary
   c. Agenda item for next meeting

4. Committee membership
   a. Steve proposed adding representation from IT Services to Academic and Student Life Committee – Council approved

5. Active IT Investments
   a. Suggestion to add text at the top of the page to explain what is listed and why
   b. Discussion around whether to add cost of investment – it was unanimously decided to not include for now

6. New IT Investment Proposals
   a. Seven proposals were received, most of which were discussed within the committees (see slides)
   b. While a standardized assessment process and tool hasn’t been finalized, the proposal reviews are eliciting good discussion and ensuring the right information is being collected
   c. It was suggested to identify upgrade projects in Active Investments List as being required to keep the lights on (i.e. these are not optional)
   d. Network Edge Upgrade Proposal
      i. Discussion around what other parts of the network require upgrading; there is a second phase of upgrades that requires more funding
      ii. Motion made to endorse the proposal; all seconded
   e. Lessons learned from proposal review (see slides)

7. Email Policy Discussion
   a. Suggestion made to defer discussion around this until next meeting

8. Next meeting: August 7, 2018 3-4:30pm
Agenda

1. Review of minutes
2. Committee updates (chairs)
3. IT Investment Policy – in consultation
4. Committee membership
   a. Academic and Student Life
5. Active IT Investments
6. New IT Investment Proposals
7. Email Policy Discussion
8. Other business
New IT Investment Proposals

- Volunteer Management System
- Web Content Management System (Terminal Four)
- Onbase for HR
- Onbase Upgrade
- Softphones Implementation
- Work from Home
- Network Edge Upgrade
Network Edge Upgrade Proposal

• Sponsored by Office of the CIO
• Improvements to SJ campus network
• $2 million funded from Campus Infrastructure Fund
• Anticipated completion date is December 2019
• Significant benefits
• Seeking approval as an institutional priority from Council
Lessons learned (so far)

- Proposals should be reviewed by Office of the CIO and all key stakeholders prior to assessment by committees.
- Proposals need to be assessed by committees using a standardized assessment tool.
- Committee members need time to review proposals in advance of meetings.
- We need to determine how Core IT and Security Committee are involved in proposal assessment.