IT Governance and Collaboration Council
Meeting Minutes
December 21, 2017 10:30am-11:30am IIC-3001

Attendees:  
Mark Abrahams, Associate Vice-President (Research)  
Gary Bradshaw, Associate Vice-President (Finance and Administration), Marine Institute  
Steve Greene, Director of IT Services, St. John’s Campus  
Jennie Massey, Director of Student Life  
Dave Miller, Director of Research Grant and Contract Services  
Thomas Nault, University Registrar  
Scott Porter, Associate Vice-President (Finance and Administration), Grenfell Campus  
Alison Randell, Director, Information Management and Protection  
Carol Tibbo, Director of Operations, Office of the Vice-President Finance and Administration  
Paul Tucker, Chief Operating Officer, Faculty of Medicine  
Rob Wells, Director (Interim), Centre for Innovation in Teaching and Learning  
Sarah Arnott, Manager Strategy, Liaison and Planning, Office of the CIO

Regrets:  
Sean Cadigan, Associate Vice-President (Academic), Programs, Complement Planning and Development  
Su Cleyle, University Librarian  
Rosemary Thorne, University Access and Privacy Officer, Office of the CIO

Attachments:  
ITGC Framework – Annual Schedule of Meetings.pdf

1. Review meeting minutes from Nov 21, 2017  
a. Minutes were approved (motion by Steve Greene; seconded by Carol Tibbo)

2. Update  
a. Committee membership  
i. The majority of membership positions have been identified and the chairs are working with unit heads to identify the remaining.  
ii. Dr. Golfman sent an email to Deans Council requesting representatives for the Council, Academic and Student Life, and Research committees.  
iii. It is anticipated all members will be in place before the kickoff meeting in late January.  
iv. It was decided that once the CIO position is filled, both Gary and Fred Christian-Quinton will continue on the Administrative Services IT Committee.

b. Communications  
i. Sarah and the coordinator team met with Sandy Woolfrey-Fahey to develop a communications plan to announce the approval of the framework and the establishment of the council  
ii. A draft of a Gazette article was shared; action: final feedback for improvement should be sent to Sarah by Wednesday, January 10th. Feedback collecting during meeting: add the link to the ITGC website, list security compliance as a benefit of the framework, and update the name of the Core IT Committee to “Core IT and Security Committee”.  
iii. SAAG and the Joint Managers Group will be sent a memo announcing the establishment of the council and the approval of the framework.
iv. The ITGC website (www.mun.ca/cio/governance) includes the approved framework document and an FAQ. It will also include approved meeting notes of the council and committees, investment review processes, the IT Inventory, and other appropriate content as developed.

c. Other
   i. The Core IT and Security Committee held its first meeting and reviewed the IT Inventory template. Members of the committee are currently populating it with existing investments for review and updates by the other committees.

3. Annual schedule of meetings
   a. A draft schedule was presented. It was decided that to hold Council meetings bi-monthly rather than quarterly (as written in the council terms of reference) and stagger the meetings so that all committees meet just prior to the council. **Action: Sarah will update the annual meeting schedule to reflect the discussion (see attached).**
   b. It was decided that the coordinator team will set up the committee meetings.

4. Agenda for kickoff meeting with committees
   a. A three hour workshop for members of the ITGC Council as well as the four governance committees will be scheduled for on or around January 31
   b. The Provost, VP Finance and Administration, and VP Research will be invited to welcome members and introduce the framework
   c. The agenda to include:
      i. Detailed overview of the framework
      ii. Overview of the current IT investment at Memorial (e.g. number of data centres/desktops/servers, annual spend on IT, etc.)
      iii. Networking time for committee members
      iv. Exercise – how an investment proposal is reviewed through the framework
      v. Time for questions
   d. **Action: Sarah will work with the coordinator team to develop a workshop plan and associated materials for review by the council.**

5. Information Security Improvement Program
   a. The security improvement processes of this program should be aligned to the investment review processes to improve security compliance.
   b. It was decided that to better reflect the importance and role of the Core IT Committee in security review and compliance, the Core IT Committee will be renamed to “Core IT and Security Committee”

6. Other
   a. It was suggested that the coordinators for each committee also attend meetings of the council. It was decided that this suggestion will be revisited in the future if required; in the meantime, the coordinators will be asked to prepare updates for the chairs for council meetings.
   b. Two changes have been made by the council to the ITGC Framework document that VPC approved on September 26, 2017:
      i. The Council will meet bi-monthly rather than quarterly
      ii. The Core IT Committee is renamed to “Core IT and Security Committee”
### IT Governance and Collaboration Annual Schedule of Meetings

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### Council
- Core IT and Security
- Research
- Academic and Student Life
- Administrative Services