Information Technology Committee

Agenda for meeting of Tuesday, March 23, 2021, 2:00 p.m.

Zoom Meeting:

- (2:00) Call to Order
- (2:01) Roll Call (Screen Verification, & Zoom Report)
- (2:02) Approval of Minutes
- (2:05) Announcements
- Updates (Old Business)
    - BOC Update
    - ERP Update
    - Opt-In Opt-out Email Followup
- (2:36) New Business
- (2:50) Other Business
- Adjournment

Information Technology Committee
Minutes for meeting of Tuesday, March 2, 2021, 2:00 p.m. Zoom Meeting

Call to Order at 1400
Roll Call
Present: James Gallo, Matt Nobles, Joe Harrington, Sumanta Pattanaik, Athena Hoeppner, Steffen Guenzel, Lori Walters, Heath Martin, Thad Anderson, Lee Dotson, Francisca Yonekura, Susanny Beltran, Pieter Kik, Matthew Hall

Approval of Minutes Steffen Guenzel, Susanny Beltran
Announcements
- Updates (Old Business)
  - ERP Update on Consulting Response
    - Matthew Hall: Full deployment in July 2022
    - Adaptive Planning going live in 20 days; ? need for research representation; Tracking critical items and dates and who is responsible, set expectations, plan for items that may derail the process.
    - IT Committee Help: Do we feel there is a need for research representation on the committee? Perhaps discuss with Liz Klonoff and Office of Research.
    - Joe Harrington: get rid of as much paper as possible. What can we eliminate and digitize paper. APP for travel to take pictures of receipts.
    - Jim Gallo: DocuSign Master agreement; Matthew Hall: Rate has been tripled and needs to be eliminated if possible.
    - Athena Hoeppner: Is cobblestone part of the agreement? It is the works to be replaced.
    - If Workday can accomplish the task, we will transition to that
    - $28m is for what is in the core 25 items, but there are items that are not in that budget that others are asking for. We are on budget for that

- New Business
  - Enterprise Licensing
  - Email Branching
        - Emails from varying departments and need for opt-in/opt-out system
        - Tools in Outlook such as rules and folders – may be simpler than opt-in/opt-out at this time
        - Resolution that all email must have a reply source
        - Not all broadcast emails come from the same system

- Dashboard is there, but not clearly delineated or broken down into departments. Only way to get there is when you use the "unsubscribe" button in an email.
- Post separation or post-doc/adjunct forwarding email (Email Inhibitors – Matthew Hall will return to discuss)
  - o BOC – tabled to next meeting due to Robert Macy not being at meeting

- Other Business
  - Joe Harrington: Proposal for who should be on this committee based on need for research
  - Bylaw amendment for different make-up of this committee based on need and not college or department representation
  - Resolution will be sent to the Steering Committee/
  - Discussion that no one college or department has >50% seats on the committee
  - Centers/Institutes are currently underrepresented
- Adjournment at 1510