## IT Governance Council
### August 2019

### Meeting Date: August 1, 2019  
**Time:** 12:00 – 2:30 pm  
**Location:** Frey Room 206/207

### Attendance

**Present:**
- Donna Torres, Ashton Vaughn, Chad Brackin, David Alexander, Barbara Reonas, Sandi Gillilan, John Borne, Darya Courville, Ben Cornwell, Mickey Kees, Lu Peng, Fred Piazza, Colorado Robertson for Ed Nobles, Neal Lamonica, Andy Maverick, Sally McKechnie

**Remote:**
- Jason Normand, Kenny Brown, Scott Hardwick for Shelby Keith

**Absent:**
- Bret Collier, Stephen Heyward

**Presenters:**
- Clint Bordelon, Laura Foster, Craig Harvey, Susan Crochet, Ric Simmons, Robin Ethridge, Sumit Jain, Lesa Jeansonne

**Others:**
- Scott Moreau, Katie Bouey, Christina Coover, Melissa Brocato, David O'Brian

### Purpose:
3rd Year Kick-off & Monthly IT Governance Council Meeting

### ITGC 3-Year Kick-off
1. Welcome & Lunch Distribution
2. ITS Organizational Overview & Updates  [ITS Leadership]

### Meeting Opening
1. Administrative Announcements  [Chair and/or CTO]

### Action
2. Approval of the Minutes from the Meeting held on June 13, 2019
3. Time Clock Solution – SVM

   **Resolution:** The IT Governance Council acknowledges the need for a time clock solution within University departments. Until an enterprise solution is identified and in place, requests by individual departments to implement interim timeclock solutions are approved with the understanding that such departments will adopt the enterprise solution when it becomes available, and that any integrations with an interim solution will only be implemented if and when the necessary IT resources are available. It is the Council’s expectation that departments will work with the Office of Procurement to appropriately procure the necessary software to meet their needs.

### Information/Discussion
4. Exam Scheduling: Presentation, Business Case, & Recommendation  [Clint Bordelon]
5. Gate Replacement: Presentation, Business Case, & Recommendation  [Laura Foster]
6. Grading Software Solution: Presentation & Business Case  [Craig Harvey]
7. Classroom Scheduling: Presentation & Business Case  [Sandi Gillilan]
8. PMO Update & Prioritization (if time permits)  [Katie Bouey]

### Updates: Sub-Committee & Working Groups

### Wrap-Up
10. Information sharing/Announcements  [All]
11. Suggested agenda items for future meetings, including ITS topics of interest  [All]
12. Next steps/Follow-up items  [Chair]

### Adjourn

**Next Meeting:** Thursday, September 5, 2019 at 1:00 p.m. in Frey 206/207

**Meeting Minutes**
ITGC 3-Year Kick-off

1. Welcome & Lunch Distribution
The Chair discussed membership changes and introduced a new member, Neal Lamonica (new Athletics representative). She also thanked four members (Donna Torres, Chad Brackin, Sally McKechnie, and Darya Courville) for continuing their membership for another year.

2. ITS Organizational Overview & Updates
The CTO briefly discussed organizational changes in ITS. Ric Simmons gave an overview of Research & Educational Technology Services. He briefly discussed various subgroups including multimedia classrooms, High Performance Computing (HPC), the Louisiana Optical Network Infrastructure (LONI), and academic technology. He also discussed upgrades to the computer labs as well as the future direction of the Faculty Technology Center (FTC).
Sumit Jain discussed the two areas for Information Security: Security Operations, and Identity & Compliance. There was a brief discussion concerning security breaches.
Robin Ethridge gave an overview of Enterprise Architecture. She discussed several subgroups including Business Intelligence, Legacy Support, Production Support, Central Support, and Networking & Infrastructure. There was a brief discussion comparing Central Unit Support and the Portfolio Management Office (PMO).
Susan Crochet discussed the Service & Operations Group, which includes the Service Desk, Business Office, Talent Management, Service Architecture, and the PMO.

3. ITGC Assessment – Operational Review
The Chair shared that the Internal Working Group is looking at opportunities to bring the IT governance into a more mature state as two years have been completed. She discussed a possible definition of IT Governance that would be voted on at a future meeting. There was a discussion of the definition of Enterprise. The Chair also discussed PMO workflow, as well as criteria for determining what projects require consideration by the Council.

Meeting

1. Administrative Announcements
No administrative announcements.

2. Meeting Minutes Approval
July Council meeting minutes were approved with no revision. Motion to approve by Donna Torres; second by Ben Cornwell.

3. Timeclock Solution
The Chair read the resolution for the timeclock solution. The Council discussed the need to change the resolution to include the specific department (Veterinary Teaching Hospital).

Resolution: The IT Governance Council acknowledges the need for a timeclock solution within the Veterinary Teaching Hospital (VTH). Until an enterprise solution is identified and in place, the request by VTH to implement an interim timeclock solution is approved with the understanding that VTH will adopt the enterprise solution when it becomes available, and that any integrations with an interim solution will only be implemented if and when the necessary IT resources are available. It is the Council’s expectation that VTH will work with the Office of Procurement to appropriately procure the necessary software to meet their needs. [See vote below]

4. Exam Scheduling
Clint Bordelon, LSU Student Success, described the current exam scheduling solution as very robust, but not sustainable nor ADA compliant. He discussed the need to move to a new solution. There was a brief discussion concerning integrations as well as ADA compliance.

Resolution: The IT Governance Council acknowledges the need for a sustainable exam scheduling solution that serves the needs of the Testing and Evaluation Services Center as well as ensuring ADA compliance. The request to implement an exam scheduling solution is approved with the understanding that any integrations will only be implemented if and when the necessary IT resources are available. It is the Council’s expectation that the Office of Testing & Evaluation Services will work with the Office of Procurement to appropriately procure the necessary software to ensure the needs of all campuses are taken into consideration for current or future inclusion. [See vote below]

5. Gate Replacement
IT Governance Council
Laura Foster, Parking and Transportation, presented a brief overview of the current campus gate system, which is past end-of-life. She discussed the need for the new gate system to be integrated with the current parking system, T2. She discussed gate positions in emergency situations, and also discussed the need to keep the core campus secure for pedestrian traffic. She also discussed a potential timeline for implementing the new system. There was a brief discussion of a gateless system.

Resolution: The IT Governance Council acknowledges the need for a reliable and supportable gate system across campus to ensure LSU Parking & Transportation Services provides safety and security to the LSU community. The request to replace the current gate system is approved with the understanding that any integrations with the new gate system will only be implemented if and when the necessary IT resources are available. It is the Council’s expectation that LSU Parking and Transportation Services will work with the Office of Procurement to appropriately procure the necessary software to ensure the needs of all campuses are taken into consideration for current or future inclusion. [See vote below]

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<th>3. Timeclock Solution</th>
<th>4. Exam Scheduling</th>
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<td>Ken Boe</td>
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<td>Chad Brackin</td>
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6. Grading Solution
Craig Harvey, College of Engineering, discussed the need for a product to help faculty grade more effectively. He shared that fourteen Engineering faculty piloted a grading software solution recently. He discussed the ability of the software to reduce faculty time for effective grading and to provide quick feedback to the students. He briefly discussed the cost of implementing the software. There was brief discussion of ADA compliance. The Chair expressed the need to discuss the grading software with other colleges and departments. She then stated the Council will vote on the grading software at a future meeting.

7. Classroom Scheduling
Sandi Gillilan shared that the Registrar currently uses Ad Astra, which is end-of-life, for our current solution to facilitate classroom Scheduling. The Registrar needs to find a classroom scheduling solution that meets campus needs, including optimization and reporting features. There was a brief discussion concerning integrations as well as project prioritization. The Chair stated the Council would vote on classroom scheduling in September.

9. Data Governance
Lesa Jeansonne gave a brief update on the Data Governance Working Group. She stated the Working Group was given four areas to focus on. She shared that the group spent the best part of last year defining future state. She then stated that the group is shifting focus this year on other deliverables such as consistent definitions and agreement on authoritative sources. She shared that the group will begin meeting again twice per month.

10. Information sharing/Announcements
Sally McKechnie shared that she is interested in meeting with the CIOs from all campuses to conduct a business review with CDW-G and SHI. She wants to present to the Council so that they have a better understanding of the services offered.
Adjourned.