**Meeting Date:** March 19, 2020  
**Time:** 1:30 – 3:00 pm  
**Location:** Frey Room 206/207

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Monthly IT Governance Council Meeting</th>
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### Opening
1. Administrative Announcements  [Chair and/or CTO]
   - IT Governance Audit: Overview and Expectations
   - Workday Student Recommendation
   - Risk Assessment

### Action
2. Approval of the Minutes from the Meeting held on February 20, 2020
3. Vote on Web-Based Forms Solution

**Resolution:** The IT Governance Council acknowledges the need for a campus-wide/enterprise-wide web-based forms solution to enhance the use of forms and ensure web-based forms are functional, ADA compliant, and secure. The chosen solution must be compatible with LSU’s existing web content management system, OU Campus, and flexible enough to be used with other leading content management and web delivery systems. The Portfolio Management Office (PMO) will provide evidence that stakeholder feedback has been considered for the LSU campus and any other interested LSU organization. It is the Council’s expectation that ITS will work with the PMO to determine the appropriate timing for project implementation based on resource availability. Once a timeline is established, the Office of Procurement will be engaged to appropriately procure the necessary software to ensure the needs of all campuses are taken into consideration for current or future inclusion. It is the understanding of the Council that required ITS resources are minimal with no concerns for capacity to accomplish implementation and that funding has been secured.

4. PBX Replacement, Recommendation, Business Case, Stakeholder Requirements Gathering – Tentative  [Sean Robbins]

**Resolution:** The IT Governance Council acknowledges the need for a campus-wide PBX replacement that meets the requirements of all stakeholders. The chosen solution must be a hybrid solution which utilizes both on-campus and off-campus resources, as well as provides the ability to support both local, on-campus calling and off-campus call centers during an outage or emergency situation. The Portfolio Management Office (PMO) will provide evidence that stakeholder feedback has been considered for the LSU campus and any other interested LSU organization. It is the Council’s expectation that ITS will work with the PMO to determine the appropriate timing for project implementation based on resource availability. Once a timeline is established, the Office of Procurement will be engaged to appropriately procure the necessary hardware to ensure the needs of all campuses are taken into consideration for current or future inclusion. It is the understanding of the Council that required ITS scarce resources are minimal with no concerns for capacity to accomplish implementation and that funding has been secured.

### Information/Discussion
5. PMO Update & Prioritization  [Katie Bouey]
6. Software Purchase Approval Process  [Katie Bouey]

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

### Adjourn
- **Next Meeting:** Thursday, April 16, 2020 at 1:30 p.m. in Frey 206/207