IT Steering Committee (ITSC) Meeting
February 10, 2017
11:00 AM – 12:30 PM
304 Middleton Bldg

1. **Review of Last Meeting Minutes:**
   - December 7, 2016 Meeting Minutes were motioned and approved.

2. **Updates – Governance Work:**
   - IAG (John Krogman):
     - Initial discussions have centered around the scope of the IAG, the campus move to WordPress, the campus VoIP rollout and campus data center consolidation.
   - RTAG (Nick Tincher):
     - Marsha presented on research expenditure rankings, what it means, and what our campus response might be.
     - Discussion around how to have technology requirements as part of the grants process in order to enhance research computing.
     - RSP working on guidance document regarding IT services and costs that can be allocable to grants.
   - TLTAG (Steve Cramer):
     - Defining committees roll/responsibilities on learning the issues and details in dealing with data versus technology. Looking at creating more clarification between the two.
   - ITC (Rafi Lazimy):
     - Discussion on translating IT strategic initiatives and guiding principles to local (divisional) action.
     - Small group discussions around: Promoting better understanding, collaboration, transparency and trust between campus units and central IT; Strategic prioritization of IT services; Incorporate local priorities in campus-wide priorities.
     - Long-term vision of ITC work: Focus on strategic issues, policies; Augmenting/complementing the work of the IT Steering Committee.
   - DTAG (Meloney Linder):
     - Discussing Cybersecurity Risk Management Framework (RMF) for the first time at next DTAG Meeting.
     - Having TAG chairs bi-weekly meeting to work on inventory list.
   - Administrative (Don Nelson):
     - Aligning advisory groups together within the IT Website and WiscList structures.
     - Website will have agendas, handouts, and meeting minutes for the UW community to know what is going on.
     - Working on creating a process master list that will list all projects and will show where they are at throughout the IT Governance process.

3. **Strategic Initiatives, Goals, Progress:**
   - Service inventory study:
     - The service inventory template is being tested.
     - Data collection will start soon.
     - Open forums to allow Q&A have been scheduled.
   - IT spend FY16:
     - A small team was assembled to do the study. The goal is to have a repeatable effort for FY17 and beyond.
     - There will be a need to verify data.
     - The team is figuring out high level questions they want to ask.
     - The team will focus on data verification in March and collect and compile the data in April.
   - Recruitment of two administrative position:
     - Director, IT Center of Excellence:
       - A Search & Screen committee was formed and will start meeting soon.

- Principal duties will include: Assisting in the development of an IT Service Portfolio; Defining and implementing Service Level Agreements and Memoranda of Understandings; Assisting in the development of the University's Service Catalog.
        - The PVL will be posted within the next two weeks.
    - Cloud Strategist/Architect –
        - Position should be posted a month after the Director, IT Center of Excellence position is posted.
        - Position will help with the campus's service portfolio in looking at what services can be moved to the Cloud or outsourced.
- New business model - IT funding model:
    - The funding model will be considered after completing the IT Inventory and IT Spend FY16 Studies and, perhaps, doing some analysis of service inventory data.
- Cybersecurity risk management policy:
    - Advisory groups submitted feedback to Bob Turner. The Office of Cybersecurity will produce a revised (draft) policy that addresses these concerns, suggestions.
    - The revised policy proposal will be considered by the advisory groups.
    - If endorsed by the advisory groups, the revised policy will go to the ITC and ITSC.

4. **Governance Work – Tasks for Advisory Groups:**
    - Analysis of service inventory data:
        - A cross-TAG working group will make recommendations to the IT Steering Committee on the analysis of service inventory data.
    - Project intake and prioritization process:
        - A working group that will include some of the former SMG members as well as other members will develop recommendations for:
            - Project proposal intake template.
            - Scoring.
            - Routing to relevant advisory group(s).
            - Prioritization by advisory group(s) and making recommendations to the IT Steering Committee.
        - The process will be mandatory: All IT project requests – whether "central" or "local" – will go through this process.
        - Service inventory data will assist the project proposal review process by identifying opportunities for consolidation, etc.

5. **Decisions/Actions:**
    - IT Steering Committee Charter:
        - The addition of the section "Working with Advisory Groups" to the IT Steering Committee Charter was approved.
6. **Discussion:**
    The WordPress CMS issue triggered a robust discussion around the following subjects:

    - How do we define a "central" service? "Central" does not necessarily mean "DoIT service."
    - At what point does a service become a "central" service?
    - Can we have multiple offerings of the same "central" service? (Example: Both the WordPress consortium and DoIT offer "central" CMS services.)
    - The source of funding is an important issue when considering "central" and "consortium" services.
    - Whoever runs/hosts a "central" service must meet all the requirements (e.g., security, privacy, etc.).

Attendees:

IT Core Leadership:
Michael Lehman
Rafi Lazimy
Bruce Maas
Bobby Burrow
Don Nelson

DTAG Representatives:
Melissa Amos – Landgraf
Meloney Linder
Ken Mount
Bruno Browning

RTAG Representatives:
Nicholas Tincher
Jan Greenberg
Miron Livny

Registrar's Representative:
Scott Owczarek

TLTAG Representatives:
Steve Cramer
Beth Martin
John Zumbrunnen

Guests:
Bob Turner
Gary Declute
Jason Pursian
Sara Tate
Rob Kohlhepp