

Attendees:

| Area | Name | Attended/Absent | Area | Name | Attended/Absent |
|------------------|------------------|-----------------|---------------------|-------------------|-----------------|
| Academic Affairs | David Prasse | Absent | HSD | Steve Bergfeld | Attended |
| | Patrick Boyle | Absent | President's Office | Tom Kelly | Attended |
| | | | HR | Winifred Williams | Absent |
| Advancement | Jaime Orsini | Absent | ITS/Facilitator | Susan Malisch | Attended |
| Facilities | Kana Henning | Attended | ITS | Jim Sibenaller | Attended |
| Finance | Rob Munson | Attended | Student Development | Jane Neufeld | Attended |
| Finance | Andrea Sabitsana | Absent | UMC | Kelly Shannon | Absent |

Welcome, Meeting Purpose & Agenda

The minutes from the March 19, 2016 meeting were approved as written. The agenda for June 23, 2016 is FY17 Q1-Q2 Project Portfolio Prioritization exercise to determine and confirm the projects for FY17.

Project Portfolio Prioritization

The project portfolio prioritization is completed twice a year in June prior to the beginning of Q1/Q2 and in December prior to Q3/Q4. It is reviewed by the ITESC Committee as a way of keeping the major divisions involved and informed of the technology requests and planned upgrades to the various applications. Jim explained the Plan of Record is the tool used to track the number of projects, assists with projecting the completion and helps determine the resources needed. Jim stated the Plan of Record is fairly stable and the portfolio had increased from 188 to 200. There are 69 new projects some of which are already underway, 42 completed projects and 194 projects that have rolled over from FY16. Jim identified the resource gaps ITS faces when new projects are requested and current projects are still in working status. Given the size of the project portfolio and the need for resources continues to grow it was decided to refresh the ITS resource planning document to assess any capacity changes. The assessment found an estimated gap of 42%, which is a slight increase from previous Q1/Q2 projects.

Susan gave an overview of the projects and recommended prioritization for Q1-Q2 FY17 and reminded the committee the pre-approved/ongoing projects are not included in the prioritization but are included in the prioritized work efforts. The recommended list was put forward by the Project Review Board and vetted by ITS. The ITESC committee approved and accepted the Plan of Record as presented and updated.

New projects and updates;

- Advancement system, an upgrade to the reporting platform that is no longer supported. Currently working with the Advancement team to determine which reports are critical.
- HSD/LUC/ LUHS leaders are in the process of determining the best migration paths for Advancement.
- Workday migration is scheduled for January 2017, there are five specific projects that have to be completed once Lawson is deactivated and Workday is activated.
- Kronos upgrade that eliminates JAVA will be completed by late fall.
- HR online performance management system, target for pilot is September.
- ITS Helpdesk upgrade to the HEAT ticketing system. This robust service model will enhance the customer experience, provide knowledge and sharing repository, closed tickets after initial call, and improved reporting for outages.
- Video Conferencing replacement from Lifesize to Zoom which does not require specific video equipment. All meetings can be accessed anywhere and on any device.
- Phone System phase 3 replacement.
- Online Exam Proctoring pilot extended through September.
- FIS enhancements continue.
- LUC Community and Family Services seeking technology to keep their documentation (including recorded sessions) HIPPA compliant.
- Wellness Center "Here for You" app being redeveloped.
- BCDR projects are still active but pending and will resume once funding is secured.

Noted comments

The Disaster Recovery consultant vacancy will be filled by an FTE. ITS is actively seeking a candidate who will be responsible for ongoing and maintenance of the DR effort. Rob inquired about the ECM issues involving PO's, check requests and invoices. Jim assured the group that the ECM team was working the issue and the team was monitoring to be sure there have not been any duplicate payments or stalled workflows.

Respectively submitted by; Sondra Heine