MEMORANDUM

To: **Allison Horn**

          Pat Burns

From: **Rick Miranda**

Date: **November 7, 2016**

Subject: **Charge to the Phase 3 IT Consolidation Committee, Phase 3**

With this memo I am charging Director of Internal Audit Allison Horn and VPIT Pat Burns to constitute the ad hoc "Phase 3 IT Consolidation Committee" (the 'Committee'), to be co-chaired by them. The Committee shall consist of additional members as follows:

1) Stephanie Wolvington, Internal Audit,
2) At least three members who are College IT Directors,
3) The director of ACNS, Scott Baily,
4) The director of IS, Bob Engmark, and
5) One or two willing faculty members selected by the director of ISTeC.

In addition, the following members shall be selected from the ISTeC Advisory Committee (IAC) or selected by the appointing authority for the IAC (the cognizant dean/VP):

6) One member from the division of the Vice President for Research,
7) One member from the division of the Vice President for External Relations,
8) One member from the division of University Operations representing HR,
9) One member from the division of the Vice President for Enrollment and Access, and
10) One member from the division of the Vice President for Student Affairs.

The Committee may engage other ex officio, non-voting participants as appropriate to provide technical expertise, and work with the Committee to identify and analyze issues.

The Committee shall identify additional IT services that could be consolidated, with a view toward achieving greater overall interoperability, higher efficiency, additional cost savings, improved integrations between and among IT services, and improved user experiences. I am specifically suggesting that your analysis consider at least the following:

1) Use of O365 by all faculty and staff, and possibly students,
2) Consolidating to a single, universal IT help desk trouble ticketing system,
3) Reducing the number of MS Domains,
4) Standardizing on a single Content Management System,

5) Accommodating future data center needs, and
6) Required use of the TimeClockPlus software for leave reporting and approval.

In each of these cases, and any others the Committee deems worthy of attention, the Committee shall perform a diligent analysis, recognize unique needs, identify issues and opportunities, determine fiscal impacts (both one-time and long-term), and strive toward successful consolidation strategies. Long-term benefit should be emphasized over and above short-term cost of change.

The Committee may also analyze other aspects of the IT environment for consolidation, at its discretion.

The Committee shall produce a written report due to the Provost no later than March 15, 2017, and shall meet with the Provost to discuss that report. That report should contain for each of the topics it considers: 1) results of the Committee's analysis, including relevant discussion points, 2) the Committee's recommendations for consolidation, including anonymous tally of the votes for, against and abstain, 3) majority and minority opinions and discussion, and 4) comments on the most appropriate degree of consolidation with an analysis of trade-offs against deeper levels of consolidation, and possible incremental strategies for getting started followed by continuous improvement.