Central Connecticut State University
Information Technology
Governance Committee
April 2, 2008

Functions and Responsibilities
The Information Technology Governance Committee is established for the following purposes:

1. To recommend information technology goals that promote the strategic plan of the university;
2. To recommend strategies for the use of information technology to further the technology needs of the campus community;
3. To serve as an advocate for campus technology needs, including equipment, software, training and information technology personnel;
4. To foster the use of information technology as a unifying communications mechanism between administrative offices, administrators, students and faculty;
5. To identify and promote best practices in computing and technology;
6. To identify projects that expand and improve information technology practices, performance, procedures and software, and identify priorities for such projects;
7. To serve as an advocate for the campus student computing environment and to identify polices, procedures and technologies to improve such environment;
8. To reduce the bureaucracy associated with student records, financial records and administrative records;
9. To recommend and assess policies for the use of information technology resources in administrative offices;
10. To recommend and assess policies for the use of information technology resources for administrative offices in their relationships, technology practices and communications with students, faculty and staff;
11. By its actions and recommendations contribute to the University’s strategic planning initiatives with specific feedback and priorities to campus units responsible for University planning.

The Information Technology Committee will report its recommendations directly to the Chief Information Officer for his action and/or disposition.

Bylaws
Committee Membership
Committee members are appointed by the head of each area. The head of the area may appoint himself or herself. The Chief Information Officer is an ex-Officio member of the Committee. Membership shall be based on the following distribution:

<table>
<thead>
<tr>
<th>Area</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>2</td>
</tr>
<tr>
<td>Faculty Senate ITC</td>
<td>2</td>
</tr>
</tbody>
</table>
Committee Organization and Operation

Meetings
The Committee shall meet once each month during the first two weeks of the month. At its formative meeting, coordinated by the CIO, the Committee members will nominate candidates for officers from the floor, and elect by secret ballot, a chair, a vice-chair, and a secretary. A simply majority of votes cast will be required for election. Election ties will require a re-vote by secret ballot. Officers shall formally assume their duties immediately upon election. Terms of officers shall be one year, and nominations and elections will be held in September.

Sub-committees
There will be six standing sub-committees formed. The Chair is a member of all sub-committees. Members of the sub-committees will be appointed as indicated below:

1. CCSU Web Development
   a. Membership - one member from each major administrative area appointed by the chair;
   b. Purpose – Research best practices in university web development, make recommendations and set priorities concerning the CCSU Web and determine responsibilities among departments for web development and maintenance;

2. Academic Systems Development
   a. Membership – the Chair of the Faculty Senate Information Technology Committee, the Chief Information Officer, The Director of Academic Computing and one member selected by the Faculty Senate Information Technology Committee;
   b. Purpose – Ensures faculty input into the decision making and priority setting for IT Department to meet the goals of University’s academic strategic plan.

3. Student Campus Computing Environment
a. Membership – The ITS Director of Academic Computing, two members of the Student Government Association, a member of the Faculty Senate Information Technology Committee, and a member of the Information Technology Governance Committee selected by the Chair.
b. Purpose - Foster awareness of student user needs and provide input into the decision making process for IT.

4. Administrative Systems Development
a. Membership – Admissions Director, Financial Aid Director, Registrar, Director of Continuing Education, Bursar, Director of Student Financial Systems, Controller, Director of the Student Center, Director of Residence Life, Director of Alumni Affairs, Human Resources(appointed by the CHRO), Director of Administrative Services, Police Chief, ERP Manager;
b. Purpose – Research best practices in other university administrative systems and products; analyze, make recommendations and set priorities for development and programming of local administrative systems;

5. Systems, Security and Network Performance
a. Membership – Director of Technical Services, four members of the committee appointed by the Chair;
b. Research best practices in university systems, security and performance, analyze and make recommendations and set priorities for development of CCSU systems, networking, security and performance;

6. Administrative User Support Services
a. Membership – Director of User Support Services, four members of the committee appointed by the Chair;
b. Research best practices in university user support systems, analyze and make recommendations and set priorities for development of CCSU user support.

The ITG Committee Chair may appoint other special sub-committees as necessary for operations, research, recommendations and planning for any issues not deemed to be a responsibility of any standing sub-committee.

At the initial formation of the sub-committees, coordinated by the ITGC Chair, each sub-committee will elect a chair at their first meeting by nomination from the floor and secret ballot. The chair will be responsible for organizing and conducting all meetings of the sub-committee, prepare the agenda and minutes, and report all agendas, minutes and recommendations to the entire IT Governance Committee for their action. Each sub-committee shall meet once a month unless there are no agenda items proposed by its members or other members of the ITGC.

Duties of the Officers:

1. The Chair
   a. Shall call and preside at all meetings;
   b. Shall draw up and circulate an agenda at least 10 days in advance of each monthly or special meeting;
c. Shall represent the ITGC to the CIO and in other University matters or provide for representation;
d. May participate in debate as any other member, and vote in case of a tie;
e. Shall serve an one-year term;

2. The Vice Chair
   a. In the absence of the chair, the vice chair shall assume all of the chair’s duties. If the chair cannot complete the term, then the vice chair shall become the chair for the remainder of the term;
   b. If the vice chair is vacated prior to the expiration of the term, a special election shall be held at the next regularly scheduled meeting following normal procedures for electing officers.
   c. Shall serve an one-year term;

3. The Secretary
   a. Shall keep a record of the proceedings of each meeting, including a correct statement of every motion made and the manner in which it was disposed; the names of the members of all committees and of all other officers of the body; a true copy of every resolution acted upon, with the affirmative and negative votes cast thereon; and all other transactions of each session and its meetings;
   b. Shall be responsible for maintaining the permanent records of ITGC and the distribution of ITGC minutes to all ITGC members and other required or interested parties within 20 days following the meeting.
   c. By the second meeting of each academic year shall distribute copies of the duties and responsibilities of ITGC and its bylaws to all members.

Floor Procedures

A. Robert’s Rules of Order, in its latest edition, shall be considered authoritative for all questions of parliamentary procedure;

C. The chair shall include on the agenda any item proposed by any AITGC member. If not included in time for inclusion on that month’s agenda, it will be included on the following month’s agenda;

D. Regular ITGC meetings shall be held each month of the year, but if the chair determines that there are no significant committee reports, old business or new business for the agenda, then the chair may postpone a regular meeting to the next month;

E. On the petition of any five (5) members of the ITGC, the chair must call a special meeting within two calendar weeks of receipt of the petition unless a regular meeting is scheduled within three weeks of receipt of the
petition. The chair has authority to call a special meeting. The agenda for a special meeting must be circulated 10 days in advance;

F. A quorum at any regular or special meeting will consist of at least 8 voting members;

G. The order of business normally shall be: call to order, approval of minutes of the previous meeting, announcements, committee reports, old business, new business, and adjournment.

**Amendments and Changes in Bylaws**

A. Amendments and additions to the bylaws may be made by an affirmative vote of the members present at a regularly scheduled meeting, provided a quorum is present.