

# CSCU | Students First

<b>Planning Team</b>	Information Technology
<b>Meeting Date</b>	May 17, 2017
<b>Members Present</b>	<p>*Joseph Tolisano, CSCU Chief Information Officer            *Dr. Rob Rennie, SCSU Chief Information Officer            *Dr. George Claffey, WCSU Chief Information Officer            *Lynn Bonesio-Peterson, CCSU Chief Information Officer            *Dr. Garry Bozylinsky, ECSU Chief Information Officer            *Jarrod Borek, QVCC Director of Information Technology            *Larry Salay, GCC Director of Information Technology            *Larry Davenport, TRCC Director of Information Technology            *Barry Grant, MCC Director of Information Technology</p> <p>Roger Ferraro, CCC Director of Information Technology            Lois Aime, NCC Director of Educational Technology            Dr. William Lugo ECSU, Associate Professor, Chair Sociology,            Anthropology &amp; Social Work            Jon Derman, CSCU Senior Database Administrator            Jeremy Espeseth (4Cs Staff from QVCC) - Information Technology            Diane Clokey, Registrar, ACC, AFT Representative.            Annie Scott, MXCC Director of Information Technology            Joe Danajovits, NWCC, Director of Information Technology.</p> <p>* Denotes CSCU IT Governance Member</p>

## Meeting Notes

**IT Implementation Team Charge:** The committee will review all applications and staffing models to determine any overlap or duplication of services. The review of applications will focus on administrative software; such as CRM or Anti-Virus. In many cases, since the IT Governance Structure has been implemented in 2013, most strategic administrative applications have been standardized. An audit will determine if there is any duplication and redundant costs. For the administrative consolidation, a review of 24 hour strategic services will be aligned with staffing models at each campus. Those overlapping costs will be presented to the Steering Committee and University Presidents for further review. For the consolidation of the CCC into a single institution, the committee is charged with determining an appropriate governance and IT structure.

**Meeting Dates:** Two meetings will be scheduled for May and June respectively and a WebEx will be added to each meeting invite. Meetings will occur at CSCU in Hartford, agendas and notes will be taken for each event. Tentative dates for May are 5/17 and 5/31, and for June 6/14 and 6/28.

All committee members were present with the exception of Lois Aime, NCC Director of Education Technology. The committee reviewed the team charge and directed to provide any feedback at the next meeting, should no changes occur, the charge is approved. The team reviewed two critical functions of the implementation work; the review of duplicate strategic administrative software packages and vendor/staffing overlap, along with a governance structure to support a single community college with multiple locations/campuses. A spreadsheet of software applications and associated staffing was provided to the committee. Members will document their findings in preparation for the next meeting, which is scheduled for May 31, 2017. The committee reviewed a draft governance structure for the community college and charged with providing feedback at the next meeting. Additional ideas were considered by the committee and will be incorporated into the analysis. These included:

- standardization of academic media services,
- increasing the system's buying power and generating cost savings,
- a standardized course catalog system,
- a website vendor in the cloud,
- standardized IP security camera and application under a single vendor.
- a review of emergency notification systems and blue phone(s) to generate a consistent policy, vendor and standard.

To generate additional revenue the committee will review a package to streamline continuing education for the system, lead candidates are Ellucian's elevate product. Finally, there were concerns the savings identified in this exercise might be double counted by the campuses and the CSCU system office. Close coordination with the CSCU CFO and campus CFOs is need to prevent this duplicate accounting of savings.