University System of New Hampshire

Information Technology Executive Council Charter

Endorsed by USNH CIOs - June 17, 2013

Purpose: The Information Technology Executive Council (ITEC) is a standing body within the University System of New Hampshire. ITEC is advisory to the University of New Hampshire (USNH) Administrative Board, and is charged to consider, decide and/or recommend strategic or operationally significant matters relating to shared and potentially shared Information Technology, according to the policies and processes of USNH. It is responsible for overseeing the analysis, design, development, implementation, and evaluation of designated USNH shared IT services.

Guiding Principles: ITEC will be distinguished as a collaborative group with consultation across all its members on agenda items; planning for matters such as relevant Trustee Committee and Administrative Board agendas; identification of responsible individuals to undertake tasks agreed to by the Council; and other work products of the Council.

ITEC will ensure appropriate, timely and broad USNH community engagement with USNH Executive Councils and business office leaders in support of all product and service initiatives.

Membership: Membership comprises the four CIOs of the USNH higher education institution; Granite State College, Keene State College, Plymouth State University and the University of New Hampshire.

Objectives:

- Advise and guide the USNH Administrative Board on Technology opportunities and risks;
- Provide consistent and comprehensive USNH technology leadership that is aligned with the strategic priorities of individual institutions and the University System Office;
- Support the appropriate agenda and preparations for the USNH Board of Trustees as requested by the USNH Administrative Board;
- Follow established processes/procedures that ensure individual institutions are appropriately consulted, represented, informed, accountable and/or responsible regarding the planning, deployment and operations of system-wide technology;
- Establish and follow mechanisms for shared services that are well-articulated, transparent and equitable for all institutions;
- Establish measures to monitor adherence to decisions and policies (compliance and assurance);
- Ensure that processes, behaviors, and procedures are in accordance with policies and within tolerances to support decisions (risk management);
- Facilitate efficiency and effectiveness through System-wide collaboration and the provision of technology shared services, while maintaining institutional academic autonomy;
- Ensure technology and system development practices that successfully evaluate, select and execute implementation of system-wide technology.

Membership Structure/Roles:

Note: There will be a vote to install member roles which requires that all institutions' CIO cast a vote for each position. In the event of an unavoidable absence of a CIO, the CIO or his/her supervisor of such institution may appoint a designee for the sole purpose of voting. A 3 out of 4 vote in favor is required for all roles.

All roles are two (2) year terms, with no individual serving the same role for more than two (2) consecutive terms.

> ### *Council Chair*
> The Chair is responsible for convening ITEC and its meeting logistics, agenda creation and triage. The Chair actively promotes the collaborative nature of the group and ensuring that, to the fullest extent possible, items of collective interest are shared in a timely fashion so as to permit thoughtful consideration of potential actions and advice from other members and the institutions they represent. The Council Chair serves as initial point of contact for the USNH System Office and the Admin Board.
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> ### *Co-Chair*
> The Co-Chair is responsible for primary oversight of ITEC's Project Management function. He/she ensures that standard and best practices are followed during all project phases, organizes any major or periodic status updates on LRTP or other large programs. The Co-Chair is the point person for the personnel in the Project Management Office and provides direct oversight, guidance and assistance.
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> ### *Engagement Liaison*
> The Engagement Liaison is responsible for ensuring the relationships between ITEC and other governing bodies are maintained. He/she is the initial point of contact for new initiatives/projects, issues and other management level items. Manages – either directly or by assignment of another ITEC member – ITEC's engagement with Trustees, state agencies, USNH Executive Councils, and other appropriate governing bodies and business office leaders. The Engagement Liaison holds primary accountability for ensuring shared deliverables with other Executive Councils are completed.
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> ### *Shared Services Coordinator/Facilitator*
> The Shared Services Coordinator/Facilitator is engaged in the process of developing Shared Services and to best ensure transparency regarding costs and campus allocations. Provide timely and effective oversight and management of personnel and operating expenses related to ITEC activities. He/she serves as the shared services liaison between ITEC and the appropriate USNH finance and budget offices/committees.

All ITEC Members' Responsibility
Each member of ITEC will be expected to engage with other USNH Executive Councils, the USNH Board of Trustees and other USNH-related groups as warranted.