|  |  |
| --- | --- |
| **DETS Technical Committee Meeting** Attendees:Jeremy SimsOsman ParadaRick HrdlickaAnthony White | **September 11, 2013****Minutes****10:00 a.m. – 11:00 a.m.****Annex Conference Room**. |
| **TOPIC** | **DISCUSSION** |
| Review Committee Guidelines, Elect Chair. | Committee guild lines approved see attachment A.Osman elected as chair |
| Re-evaluation of Committee Charge |  Committee charge evaluated and unanimously accepted. See attachment B |
| Governance group technology issues\feedback |  Continued frustration with Helpdesk |
| Schedule for the year | Proposed Dates* 9/6/2013: Update\Review committee charge and focus for the year.
* 1/23/2014: Update/Request for direction on emerging issues, Report on progress/challenges
* 5/8/2014: Summarize progress and recraft focus for fall
 |
| Committee Goals and Strategies |  * Review and update, if needed, the IT Infrastructure replacement plan and standards.
* Document IT infrastructure in a way that is consistent across all technology areas. Develop a process to ensure this documentation is kept up to date and easily accessible.
* Prioritize District Wide IT projects
 |

Appendix A

Committee Guidelines

* We will start and end meetings on time;
* We will read materials, minutes, etc. and be prepared to discuss at meetings;
* We will listen to our colleagues without interruption;
* We will operate on consensus and seek agreements all can “live with;”
* We will make decisions based on clear information;
* We will bring closure to decisions;
* We will support committee recommendations;
* We will accept the fact that there will be differences in opinion;
* We will show mutual respect;
* We will use the best interests of our stakeholders (especially faculty and students) as the basis for our decision making;
* We will discuss our decisions with our associated governance group (student, faculty, staff, and management), get feedback and come to next meeting prepared to discuss the feedback.
* We will honor brainstorming without being attached to our viewpoint;
* We will use meeting summaries (including agenda and minutes);
* We will give the opportunity for all members to contribute;
* We will be free to speak our minds without fear of reprisal;

Appendix B

Tess Technical Committee Charge

1. Develop hardware and software standards for core infrastructure.
2. Design a core infrastructure roadmap inclusive of replacement cycle utilizing a Total Cost of Ownership (TCO) approach.
3. Prioritize projects to ensure organizational and strategic goals are met.
4. Propose, develop, and review new technology infrastructure initiatives
5. Review construction projects for compliance of District infrastructure standards.
6. Develop and implement a program review model.
7. Recommend policies and procedures to TESS Executive Committee.
8. Develop and maintain a communication plan for the notification of all planned and unplanned events.
9. Propose/Re-adjust project priority.
10. Review and recommend policies.
11. Review and recommend SLAs.