

IT Space Solutions Advisory Board Charter

PURPOSE

The IT Space Solutions Advisory Board (hereinafter referred to as “the Board”) is a deliberative body charged to provide guidance and oversight at the direction of the Information Technology Strategy Council (ITSC). The purpose of this charter is to outline the responsibilities, composition, and operating guidelines.

The Board serves as a collaborative forum to enhance campus-wide coordination, efficiency, and innovation in space management technologies. By leveraging diverse stakeholder insights, the board aims to develop and refine campus standards, processes and policies. In addition to, identifying opportunities to improve user experience with technology in campus spaces.

Objectives

1. Engage with a diverse group of campus stakeholders to gather insights on various use cases, scenarios and formulate recommendations for campus-wide standards and best practices.
2. Promote transparency and visibility across organizations regarding space-related IT initiatives and services.
3. Identify and evaluate existing services, recommending policies to govern their use and implementation.
4. Identify and discuss security concerns and requirements for space management technologies and services.
5. Analyze areas of potential overlap in current solutions and identify opportunities for improvement and consolidation.

The board's efforts will result in the following intended outcomes:

- Improved coordination, increased transparency and communication among campus entities

- Enhanced efficiency in space utilization and optimized service offerings that address the diverse needs of the campus community.
- Standard processes and policies for space-related IT solutions that are consistent with campus security expectations.

By fulfilling these objectives, the IT Space Solutions Advisory Board will play a crucial role in shaping a more efficient, secure, and collaborative approach to the technology around space management across campus.

RESPONSIBILITIES

The Board is an advisory body with the following responsibilities:

1. Champion strategic direction with Campus partners and promote IT governance awareness and foster a culture of accountability.
2. Engage with internal and external stakeholders, including senior management, and IT staff, to gather insight and perspective.
 - a. Where possible, identify, support, and encourage the use of existing or new enterprise solutions that can be made available broadly to campus.
 - b. When needed, assist in prioritizing existing space projects and review and provide recommendations for new projects or services related to space.
3. Evaluate (with recommendation to endorse or reject) IT investment requests and projects based on strategic space solutions objectives.
4. Review (with recommendation to endorse or reject) the priority of projects related to the space solutions enterprise.
5. Be informed of significant project developments and challenges, and provide guidance as needed.

COMPOSITION

The Board will consist of a diverse group of staff and faculty with the necessary expertise and experience in IT/governance.

Roles

1. **Chair:** A permanent ITS staff member appointed by the ITS CIO. Their responsibilities include regular attendance of the IT Space Solutions Advisory Board, setting meeting agendas, presiding over meetings, and ensuring the effective operation of the board. Provides recommendations to the Chief Information Officer (CIO) of Information Technology Services (ITS) regarding modifications to board membership.
2. **Co-Chair:** A rotating member serving a two-year term, with eligibility for a two-year renewal. Their responsibilities include regular attendance of the IT Space Solutions Advisory Board, aiding the Chair in preparing meeting agendas, and jointly presiding over the meetings.
3. **Members:** Participates in discussions and decisions, represent constituents across Campus units, and provides context on justification and prioritization of work. Membership will rotate based upon a staggered two-year term assignment.

The Board shall consist of the following representatives: IT Space Solutions Advisory Board Membership.

OPERATING GUIDELINES

Meeting Procedures

1. **Frequency:** The Board shall meet at least quarterly or as deemed necessary by the Chair.
2. **Agendas:** Topics for the meeting will be collected by the Chair. The meeting agenda and supporting reference materials are to be circulated to members in advance of the meeting.
3. **Member Preparation:** In addition to the scheduled meetings, members should expect to spend time accessing and reviewing relevant materials in advance to fulfill their responsibilities.

4. **Member Participation:** Each member is expected to attend and actively participate in Board meetings. Their responsibility is two-way: to bring input and perspective from his or her constituency to the Board and to report back issues and results widely. Board members shall maintain the confidentiality of all sensitive and proprietary information discussed during Board meetings.
5. **Decision-Making:**
 - a. **Decisions are made within the meeting** upon agreement of a simple majority of voting members; one vote per person (regardless of how many areas they represent). For more routine matters, decisions may be made outside of a meeting via electronic methods (e.g. poll).
 - b. **Off-cycle decisions** may be necessary due to unforeseen circumstances. Being flexible and responsive to changing needs is crucial for effective governance.
 - i. Chairs have the authority to approve operational and non-major work requests.
 - ii. Chairs must communicate off-cycle decisions and rationale behind them at the beginning of the next board meeting, setting the stage for transparency.
6. **Guests:** The Chair may invite other appropriate individuals (i.e. Subject Matter Experts) to participate in specific projects or agenda items.
7. **Minutes:** Minutes shall be recorded for each meeting, documenting decisions, recommendations, and any assigned actions. Minutes will be published in the IT Space Solutions Advisory Board - Meeting Agenda & Minutes folder.
8. **Documentation:** Agendas, reference materials, presentations, and minutes from each meeting are to be made available on the Board's corresponding folder on the [ITS Governance Google Page](#) in a method that aligns with the governance values of transparency, accountability, stewardship, collaboration, and agility.
9. **Communication:** Key findings, recommendations, and decisions will be communicated to the Information Technology Strategy Council (ITSC) and the IT Senate Committee. Not all decisions or updates may be relevant to all parties, so communication may be selective and targeted based on the nature of the information. Information may flow through channels in a specific order, ensuring that key individuals or groups are informed before broader communication is initiated.

REVIEW

1. The Charter shall be reviewed and updated at least once every year or as necessary to ensure alignment with organizational needs and industry best practices.
2. Amendments to the Charter require approval by the Board.

APPROVAL

This charter is hereby approved and adopted by the IT Space Solutions Advisory Board on 3/24/2025.

Rebecca Hutchins

Advisory Board Chair