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**Information Technology Priorities Committee (ITPC)**  
**Charter**

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## 1 Role

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The Information Technology Priorities Committee (ITPC) process functions to provide a common approach to solicit, review, prioritize and execute information technology projects involving University Administration (UA) information technology resources including:

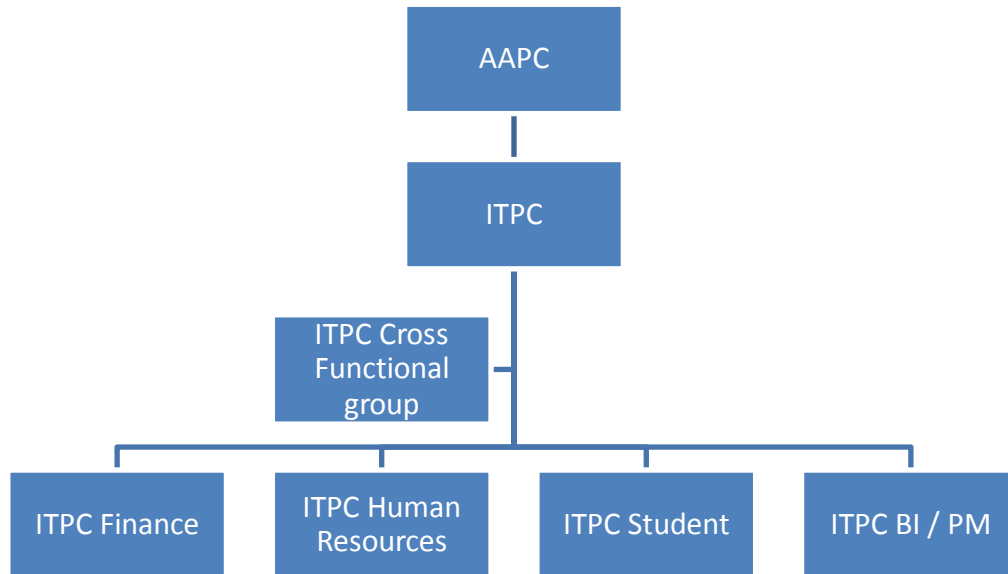
- Any project that involves resources from a UA unit, or campus based unit that plans to offer an administrative system for the entire campus.
- Any project that will interface with an Enterprise system.
- Any project that is administrative in nature, and wishes to utilize funding from the central pool of administrative information technology dollars allocated by the Academic Affairs Planning Committee (AAPC).

Enterprise and campus level systems affect all units, so the ITPC process has an impact across the University. For example, a front-line academic unit will be directly and indirectly affected by changes in major systems such as Banner and the Enterprise Data Warehouse. However, there are some administrative information technology areas that are not directly within ITPC's scope. For example, the ITPC process is not related to independently developed administrative systems housed in front-line academic units (responsibility of the unit), administrative technology in the Medical Center (Med Center administration) or certain campus-wide administrative applications (campus CIOs). Where there are questions about the scope of ITPC on any general area or specific initiative, the issue should be brought to the attention of the ITPC Chair.

## 2 Structure

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The ITPC reports directly to AAPC. In addition to the central committee there are four functional subcommittees: Finance, Human Resource, Business Intelligence / Performance Management, and Student. These subcommittees function to make recommendations for projects that fall within their respective domains. For projects that do not fit into one of the three functional groups, these projects will be reviewed periodically by a cross-functional group derived from the subcommittees and other constituencies.



### 3 Membership

The ITPC membership will be reviewed on an annual basis and will be adjusted by the committee's chair with consultation with the committee's members and AAPC representatives. The subcommittees govern their own membership and this is reviewed on an annual basis with adjustments approved by the full subcommittee. The cross-functional group overall membership is reviewed and approved annually by ITPC with the various groups nominating members on an annual basis.

#### ITPC Membership

Role	FY13 Member
*Chair	<b>Michael Hites</b> , Associate Vice President, AITS
AITS Decision Support Representative (UA)	<b>Aaron Walz</b> , Director of Decision Support, AITS
Dean's Appointee (UA)	<b>Charles Evans</b> , Associate Vice President and Dean, Academic Affairs
Faculty Representative (UIC)	<b>Dibyen Majumdar</b> , Senior Associate Dean, LAS
Faculty Representative (UIS)	<b>Laurel Newman</b> , Chair – Department of Management; Director, Online Programs, UIS
Faculty Representative (UIUC)	<b>Jan Novakofski</b> , Associate Vice Chancellor for Research for Compliance & Professor, Animal Sciences
Human Resources Representative (UA)	<b>Maureen Parks</b> , UA, Executive Director and Associate Vice President for Human Resources
Office of Business and Financial Services Representative (UA)	<b>Michael Bass</b> , Senior Associate Vice President, Office of Business and Financial Services
Provost/Chancellor appointee (UIC)	<b>Kevin Browne</b> , Vice Provost for Academic and Enrollment Services, UIC
Provost/Chancellor appointee (UIS)	<b>Tim Barnett</b> , Vice Chancellor of Student Affairs
Provost/Chancellor appointee (UIUC)	<b>Kristi Kuntz</b> , Assistant Provost for Undergraduate Academic Affairs
Research Operations Representative (UA)	<b>Kristy Kuzmuk</b> , Director of Research Operations

#### Finance ITPC Subcommittee Membership

Role	FY13 Member
*Chair	<b>Gloria Keeley</b> , Assistant Vice President Admin Services
Campus Representative (UIC)	<b>Ed Valentine</b> , UIC, Business Systems Users Coordinator
Campus Representative (UIUC)	<b>Deb Huisinga</b> , Assistant Dean, School of Social Work
Capital Programs Representative	<b>Joe Vitosky</b> , Assistant Vice President
Controller	<b>Patrick Patterson</b> , Controller
OBFS representative (UIC)	<b>Courtney Parzych Stephan</b> , OBFS-UIC, Assistant Director Business and Finance
OBFS representative (UIS)	<b>Michael Bloechle</b> , OBFS-UIS, Director Business Services
OBFS representative (UIUC)	<b>Ginger Velazquez</b> , OBFS-UIUC, Executive Director Business and Finance

Provost Office (UIC)	<b>Dale Rush</b> , UIC, Acting Assistant Director for Budgeting and Program Analysis
Provost Office (UIS)	<b>Aaron Shures</b> , Associate Provost
Provost Office (UIUC)	<b>Patrick Hoey</b> , Assistant Provost for Budget and Resource Planning

### Human Resources ITPC Subcommittee Membership

Role	FY13 Member
*Chair	<b>Tony Kerber</b> , UA, Senior Director of Human Resources Information Systems Strategy
HR Representative (UA)	<b>Jami Painter</b> , UHR, Assistant Vice President for Human Resources
HR Representative (UA)	<b>Maureen Parks</b> , UA, Executive Director and Associate Vice President for Human Resources
HR Representative (UIC)	<b>Jack McEnery</b> , UIC, Director of HR Shared Services, Human Resources
HR Representative (UIC)	<b>Robert Crouch</b> , UIC, Assistant Vice President for Human Resources
HR Representative (UIC)	<b>Angela Yudt</b> , UIC, Director, Faculty Affairs HR
HR Representative (UIS)	<b>Patricia Sims</b> , UIS, Assistant Provost
HR Representative (UIS)	<b>Robert Lael</b> , UIS, Acting Director, Human Resources
HR Representative (UIUC)	<b>Cindy DeBrock</b> , UIUC, Associate Director, Academic Human Resources
HR Representative (UIUC)	<b>Elyne Cole</b> , UIUC, Associate Provost for Human Resources
HR Representative (UIUC)	<b>Deb Stone</b> , UIUC, Director of Academic Human Resources

### Student ITPC Subcommittee Membership

Role	FY13 Member
*Chair	<b>Mike Kamowski</b> , UIC, Director Office of Student Systems Services
Admissions Representative (UIC)	<b>Malinda Lorkovich</b> , UIC, Managing Director of Admissions
Admissions Representative (UIS)	<b>Lori Giordano</b> , UIS, Admissions, Interim Director, Operations and Processing
Faculty Representative (UIUC)	<b>Phillip Geil</b> , UIUC, Professor, Materials Science and Engineering
Faculty Representative (UIUC)	<b>Meghan Hazen</b> , UIUC, Associate Director, Center for Advising and Academic Services
Financial Aid Representative (UIUC)	<b>Daniel Mann</b> , UIUC, Director of Financial Aid
Financial Aid Representative (UIC)	<b>Timothy Opgenorth</b> , UIC, Director of Financial Aid
Financial Aid Representative (UIS)	<b>Gerard Joseph</b> , UIS, Director, Financial Assistance
Provost/Chancellor appointee (UIC)	<b>Brian Roessler</b> , UIC, Assistant Dean Student Affairs College of Liberal Arts and Sciences
Provost/Chancellor appointee (UIUC)	<b>Keith Marshall</b> , UIUC, Executive Director for the Campus Center for Advising and Academic Services and Associate Provost
Records and Registration Representative (UIC)	<b>Rob Dixon</b> , UIC, Registrar
Records and Registration Representative (UIS)	<b>Brian Clevenger</b> , UIS, Director of Records and Registration/Registrar
Registrar (UIUC)	<b>Rod Hoewing</b> , UIUC, Interim Registrar
Systems Representative (UIS)	<b>Brian Catherwood</b> , UIS, Technical Analyst, Office of Records and Registration

### Business Intelligence/Performance Management ITPC Subcommittee Membership

Name	Campus and Unit	Title
<b>Jim Bono</b>	UIC College of Pharmacy, Office of the Dean	Associate Dean, Business Development & Administrative Affairs
<b>Laura Dorman</b>	UIS Office of Institutional Research	Director of Institutional Research
<b>Amy Edwards</b>	UIUC Division of Management Information, Provost & VC Academic Affairs	Director, Division of Management Information  Associate Provost for Management Information
<b>John Evans</b>	UA Planning and Budgeting	Executive Director of Information Systems
<b>Gloria Keeley</b>	UA OBFS	Assistant VP, Administrative Systems
<b>Tony Kerber</b>	UA Human Resources	Director, Human Resources Information Management Systems
<b>Beth Ladd</b>	UA Admin Info Technology Services (AITS)	Assistant Director of Business Information
<b>Mary Lelik</b>	UIC Office of Institutional Research	Director of Institutional Research
<b>Bill Reynen</b>	U of I Foundation	Chief Information Officer
<b>John Rossi</b>	UIUC College of Law	Executive Assistant Dean
<b>Kevin Shalla</b>	UIC Office of Registration and Records	Associate Director, Information and Technical Services
<b>Aaron Shures</b>	UIS VC Academic Affairs	Assoc. Provost / Dir. of Bus. & Financial Analysis
<b>Bruce Vojak</b>	UIUC College of Engineering, Engineering Administration	Associate Dean for Administration
<b>Aaron Walz (Chair)</b>	UA Admin Info Technology Services (AITS)	Director of Decision Support
<b>Ruth Watkins</b>	UIUC College of Liberal Arts and Sciences	Dean
<b>Rich Williams</b>	U of I Alumni Association	Chief Information Officer
<b>Ikir Zenku</b>	UA VP Health Affairs	Assistant VP, Health System Information Technology

### Cross-functional Group Membership

*Note: The membership of the cross-functional group must contain 50% campus representatives and also have representation from each campus. The current voting membership breakdown is 6 campus representatives and 6 UA representatives.*

Role	FY13 Member
*Chair and ITPC Representative	<b>Michael Hites</b> , Associate Vice President, AITS (UA)
AITS Representative	<b>Kelly Block</b> , AITS-UA, Assistant Vice President for Portfolio and Process Management (non-voting)
AITS Representative	<b>Richard Harris</b> , AITS-UA, Assistant Vice President, Application Development, Support, and Data
AITS Representative	<b>Stephanie Dable</b> , AITS-UA, Director of Technical Application

Role	FY13 Member
	Management (non-voting)
AITIS Representative	<b>Heather Hafner</b> , AITS-UA, Interim Assistant Director Information Solutions
AITIS Representative	<b>Beth Ladd</b> , AITS-UA, Assistant Director of Business Information (non-voting)
Finance ITPC Subcommittee Chair	<b>Gloria Keeley</b> , OBFS-UA, Assistant Vice President Admin Services
Finance ITPC Subcommittee Representative	<b>Pat Patterson</b> , OBFS-UA, Controller
Finance ITPC Subcommittee Representative	<b>Ed Valentine</b> , UIC, Business Systems Coordinator
HR ITPC Subcommittee Chair	<b>Tony Kerber</b> , UA, Senior Director of Human Resources Information Systems Strategy
HR ITPC Subcommittee Representative	<b>Cindy DeBrock</b> , UIUC, Human Resources Assistant Manager, Academic Human Resources
HR ITPC Subcommittee Representative	<b>Ken Scott</b> , UIC, Manager HRIS
Student ITPC Subcommittee Chair	<b>Mike Kamowski</b> , UIC, Director Office of Student Systems Services
Student ITPC Subcommittee Representative	<b>Rod Hoewing</b> , UIUC, Interim Registrar
Student ITPC Subcommittee Representative	<b>Brian Catherwood</b> , UIS, Technical Analyst, Office of Records and Registration

## 4 Authority

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The ITPC is a project selection, advisory and prioritization group. It makes selection decisions and recommendations (depending on project size) on administrative information technology projects. This authority is established by AAMT. ITPC is not directly responsible for implementation of selected projects; however, individual ITPC members may oversee implementation efforts in their own units.

## 5 Responsibilities

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The foremost responsibility of all direct participants in the ITPC process is to select administrative IT work that provides the most value and is looking out for the best interests of the university. The other principal responsibilities and functions of the AAPC, central ITPC, subcommittees and cross-functional group include:

### AAPC

- **Oversight**
  - Provide funding for the ITPC process.
  - Provide high-level oversight of ITPC operations and endorse the role and responsibilities of the process.
- **Review** - Provide review of ITPC project proposals.
  - Level 3 projects – 5,000+ hours of total effort or \$250,000 in requested ITPC funding. For level 3 projects ITPC provides an advisory review with recommendation provided to AAPC for final review.
- **Strategy** – Provide input to the ITPC regarding campus initiatives that would benefit from the application of administrative information technology.

### ITPC

- **Oversight**
  - Provide oversight for the ITPC process and its functions on an ongoing basis.
  - Monitor resource demand and capacity on an ongoing basis and utilize that information to adjust capacity levels and advise project approval decisions.
  - Annually review and confirm membership of ITPC and subcommittees with the Provosts and Vice Presidents. Identify skills and experience needed for membership to fill positions.
- **Review** - Provide review of ITPC project proposals. ITPC projects are classified differently based on the effort and cost associated with the project. Projects are subject to increasing levels of scrutiny based on their resource requirements.
  - Level 1 project – 250 to 849 hours of total effort and up to \$100,000 in requested ITPC funding. Note that any projects requesting ITPC funding, even if less than 250 hours of effort require ITPC review and approval. For level 1 projects, ITPC provides cursory review for informational purposes only. Subcommittees hold final approval authority for Level 1 proposals up to the dollar and effort limitations imposed by ITPC.

- Level 2 project – 850 to 4,999 hours of total effort or \$100,000 to \$249,999 in requested ITPC funding. For level 2 projects, ITPC has final review authority. Subcommittees review level 2 projects in an advisory role to ITPC.
  - Level 3 project – 5,000+ hours of total effort or \$250,000 in requested ITPC funding. For level 2 large projects ITPC provides an advisory review with recommendation provided to AAPC for final review.
- **Strategy** - Work with university leadership groups to determine how administrative information technology projects can be deployed in support of university and campus strategic initiatives. Provide guidance to the ITPC subcommittees and other stakeholders to solicit project proposals that fit these strategic requirements.
- **Communicate**
- Execute a formal Communication Management Plan for the ITPC process to address all stakeholder information needs.
  - Develop and distribute an annual report that outlines what has been accomplished during the fiscal year and how that accomplishment compares to demand.

## ITPC Subcommittees

- **Review** - Provide review of ITPC project proposals.
- Level 1 project – 250 to 849 hours of total effort and up to \$100,000 in requested ITPC funding. Subcommittees hold final approval authority for Level 1 proposals up to the dollar and effort limitations imposed by ITPC. These are forwarded in summary fashion to ITPC for informational purposes only.
  - Level 2 project – 850 to 4,999 hours of total effort or \$100,000 to \$249,999 in requested ITPC funding. For level 2 projects, subcommittees review level 2 projects in an advisory role to ITPC. ITPC has final review authority.
  - Level 3 project – 5,000+ hours of total effort or \$250,000 in requested ITPC funding. For level 2 projects, subcommittees review level 2 large projects in an advisory role to ITPC. ITPC provides an advisory review with recommendation provided to AAPC for final review.
  - Conduct project review and selection in the context of any resource boundaries provided by the central ITPC.
- **Prioritize** - Provide a prioritization of all approved projects not yet started on a quarterly basis. This prioritization is utilized to guide the scheduling of projects.
- **Strategy**
- Obtain input on a systematic basis from front-line college and department units to identify needs that may be addressed within the ITPC process.
  - Identify and work systematically with campus level committees to help identify business issues important to front-line units that may be addressed within the ITPC process.
  - Discuss cross-campus development of templates and share techniques for encouraging cross-campus coordination.
- **Communicate** - In accordance with the Communication Management Plan, communicate with stakeholders appropriately.

## ITPC Cross-Functional Group

- **Review** - Provide review of ITPC project proposals. The results of these reviews will be recommendations to ITPC regarding approval and prioritization. Projects subject to this review include:
  - Cross-functional templates where the scope of the project crosses across the lines of Finance, HR and Student.
  - Technology projects that are not mandatory.
  - Business Intelligence/Performance Management projects that do not clearly belong in one of the functional areas.
  - Any and all other projects that do not have a direct route through one of the established functional subcommittees. No templates are permitted to proceed directly to ITPC without preliminary review.
  
- **Prioritize for review/approval** – On a quarterly basis, prior to the scheduled ITPC meeting, provide to ITPC a prioritization across all projects scheduled for ITPC review at its next meeting. This is to provide guidance to ITPC regarding funding and resource allocation across functional areas.
  
- **Prioritize for scheduling** – On a quarterly basis, utilizing the prioritizations provided by the functional subcommittees, prioritize the top 10 projects for scheduling among all projects in the queue. This information is to be provided to ITPC for informational purposes and to the project scheduling offices to be utilized in scheduling.
  
- **Communication** – As this group reviews all projects for prioritization purposes, the chairs of the subcommittees will provide summary overview information from the cross-functional group back to the subcommittees to raise awareness of other initiatives. At the cross-functional group meetings, the subcommittee chairs should represent their constituencies to better inform the group of projects or actions in their functional areas.

## 6 Operations

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### Meeting Logistics

The ITPC meets on a quarterly basis. Subcommittees meet on a monthly basis. The cross-functional group meets on a quarterly basis. In addition, a separate annual one day ITPC retreat will occur near the fiscal year-end. The location of the retreat will either occur at a central location or will rotate between the campuses. Additional meetings may occur as the Team or its Chair deems advisable. The Teams will publish minutes of its proceedings on the ITPC website. The ITPC members will be furnished copies of the minutes of each meeting.

The committees are governed by the following rules for meetings:

- Meetings are normally held with remote video linking between Chicago, Springfield and Urbana.
- Certain actions can be taken without meetings with review and approval of the group.
- Agenda items are to be submitted to the chair at least 10 days prior to the scheduled meetings. The meeting package will be distributed to the committees one week in advance of the scheduled meetings.
- At committee members' discretion, they may send a substitute attendee in their place and empower them with the right to vote on proposals. Committee members with a high absentee rate should be replaced as appropriate.
- If there are no agenda items for a scheduled meeting, the chair may cancel the meeting.
- For voting matters, a simple majority rules.

The ITPC is authorized to adopt its own rules of procedure, as long as the procedures are consistent with (a) the provisions of this Charter, (b) the provisions of the Bylaws of the University, or (c) the laws of the State of Illinois.

### Mandatory Projects

ITPC projects may be mandatory or discretionary. Mandatory projects are those mandated by the Board of Trustees or regulatory bodies or systems projects that must be pursued to maintain the integrity of the application infrastructure (such as system upgrades). Discretionary projects are those that add new or improved functionality but are not required. Within project proposals, the elements of a project that are mandatory versus discretionary should be clearly distinguished.

Mandatory projects do not require formal approval by the ITPC committee or AAPC. Projects evaluated as mandatory by the Application Portfolio Coordinator – AITS, will be reviewed by the ITPC Cross-functional group to confirm the assessment of their mandatory nature and provide input on the scheduling of these projects. These approvals are communicated to the ITPC at the next meeting for their review.

## 7 Calendar

The meeting calendar for FY12 is detailed below. Some of this information is incomplete as specific meeting dates are yet to be finalized. A current version of the calendar can be accessed online at: <http://www.itpc.uillinois.edu/ItpcCommMeetSchedules/>. As the ITPC charter is reviewed annually, the current calendar will replace the prior year calendar.

AAPC	ITPC	ITPC Cross-Functional	ITPC Finance	ITPC HR	ITPC Student	ITPC BI/PM
2nd Friday of each month	3/28/12	5/21/12	4/25/12	7/11/12	7/6/12	7/10/12
	5/30/12	8/20/12	7/25/12	8/1/12	8/3/12	8/14/12
	8/29/12	11/12/12	10/24/12	9/5/12	9/7/12	9/11/12
	11/28/12	2/18/13	1/23/13	10/3/12	10/5/12	10/9/12
	2/27/13	5/20/13	4/24/13	11/7/12	11/2/12	11/13/12
	3/27/13			12/5/12	12/7/12	12/11/12
	5/29/13			1/2/13	1/4/13	1/8/13
				2/6/13	2/1/13	2/12/13
				3/6/13	3/8/13	3/12/13
				4/3/13	4/5/13	4/9/13
				5/1/13	5/3/13	5/14/13
				6/5/13	6/7/13	6/11/13

### Major Events

There is a normal business cycle to the activities of the ITPC process throughout the year. Significant events are highlighted below:

<b>Quarter 1 – July - September</b>
<ul style="list-style-type: none"> <li>Normal operations – all committees meet as scheduled</li> </ul>
<b>Quarter 2 – October - December</b>
<ul style="list-style-type: none"> <li>Subcommittees solicit large project proposals for next fiscal year</li> </ul>
<b>Quarter 3 – January – March</b>
<ul style="list-style-type: none"> <li>ITPC subcommittees select large project proposals for next fiscal year</li> </ul>
<b>Quarter 4 – April – June</b>
<ul style="list-style-type: none"> <li>ITPC reports to AAPC regarding plans and resource requirements for FY14</li> <li>AAPC selects FY14 large projects</li> <li>ITPC compiles FY13 Annual Report</li> <li>All committees select members for next fiscal year</li> </ul>

**Document History:**

<b>Version</b>	<b>Date</b>	<b>Comments</b>
2.3	8/15/12	Updates for membership changes, changed AAMT to AAPC, added BI/PM subcommittee, and updated dates
2.2	8/18/10	Updates for membership changes
2.1	11/17/09	Updates for membership changes
2.0	08/26/09	FY10 Draft for FY10 ITPC Review
1.0	10/10/08	Final draft approved by AAMT.