


MEMORANDUM

TO: Gary Konas, Convener
Joint Information Technology Committee

FROM: Joe Gow 
Chancellor

SUBJECT: Committee Charge for 2008-2009 Academic Year

DATE: September 11, 2008

Please convey my gratitude to the committee members for their willingness to serve on the Joint Information Technology Committee for the 2008-2009 academic year. As the convener of the Joint IT Committee, please arrange, as soon as feasible, an organizational meeting. In addition to a chairperson, please also elect a secretary.

Primary responsibilities of the chairperson include:

- promptly informing the Chancellor's Office of the results of the election of officers and any changes in committee membership.
- organizing and conducting meetings.
- completing a year end report on the committee's activities to be submitted to the Chancellor's Office no later than April 30, 2009.

Primary responsibilities of the secretary include:

- recording minutes of each meeting.
- promptly sending meeting minutes to Charise Bock (bock.char@uwlax.edu) so that the minutes can be posted on the Joint Committees website.

In the event the committee chooses to rotate secretarial duties, please designate one person to be responsible for e-mailing the meeting minutes to Charise Bock.

After consultation with others, I ask the committee to report on the following special charges:

1. Print Cost Recovery: Please recommend a method for print cost recovery for implementation across campus. **Please complete this charge no later than December 1, 2008.**
2. IT Security: Please make a recommendation about university protocols for IT hardware, software, and personal identification security. **Please complete this charge no later than December 1, 2008.**
3. Campus-Wide Standards: Please investigate and make recommendations for campus-wide standards for computers, printers, scanners, other accessories, and peripherals. Review the potential cost savings while providing more consistent and

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higher levels of service to the campus community. **Please complete this charge no later than March 15, 2009.**

4. Budget: Please make a recommendation for allocation of the Student Technology Fee budget.
5. Review & Revise Committee Bylaws: Please review the attached bylaws (available at <http://www.uwlax.edu/hr/Joint%20Committees.PDF>). Make recommendations for revisions paying careful attention to the general Duties and Responsibilities and Committee Membership.

As in the past, recommendations of the Joint IT Committee should be forwarded directly to the Chancellor's Office. Throughout the process I expect individual committee members to consult with their respective governance groups for input on and agreement with issues. If we determine that a particular committee recommendation requires further deliberation and comment, we may elect to forward it to one or more of the three governance groups for further analysis and recommendation.

If you have any questions about the charges, please feel free to contact me.

Finally, if I or anyone on the leadership team can assist your committee in any way during the year, please do not hesitate to ask.

Best wishes on your committee's work over the course of the coming year!

JG/cb
Attachment

cc: Chancellor's Staff
Academic Deans
Joe Heim, Faculty Senate
Will Van Roosenbeek, Academic Staff Council
Derek Kockler, Student Association