CHARTER
INFORMATION TECHNOLOGY COUNCIL
Approved 12/12/2005
Updated 11/13/2007

The Information Technology Council (IT Council) is an unofficial affiliation of the information technology support staff at Humboldt State University.

Mission
The general mission of the IT Council is to:

1. Advise the Director of Information Technology Services on the operations and support of the University's information technology infrastructure, including campus technology standards and end-user and business unit service needs.
2. Advise the campus Information Security Officer on technical issues concerning campus information security programs.
3. Coordinate constituent areas' participation in information technology project planning, implementation, and operation.
4. Provide a forum for information sharing among members to educate and assist each other with technical issues.

Membership
ITC shall be comprised of one representative appointed by each of the following administrators:

President of Associated Students
Director of Housing
Director of University Center
Vice President for Academic Affairs
Vice President for Advancement
Vice President for Administrative Affairs
Vice President for Student Affairs
Dean of the College of Arts, Humanities, and Social Sciences
Dean of the College of Natural Resources and Sciences
Dean of the College of Professional Studies
Associate Vice President of Enrollment Management
Dean of the University Library
University Web Manager
Director of Student Disability and Resource Center
Associate Vice President for Facilities Management
Director of Desktop Systems and Services
Director of Instructional Systems and Services
Director of Central Systems and Services
Information Security Officer

Members should be information technology support providers. Members serve at the pleasure of their appointing authority, but two-year terms are recommended with no limit on reappointments. Members are:
• Responsible for sharing pertinent information from their areas of expertise with the Council.
• Expected to participate in efforts to educate and assist each other with technical issues.

Meetings
The Council meets monthly. The Chair is responsible for building the agenda, but all members are expected to submit agenda items.
The Council shall operate in conformance with Robert's Rules of Order. Each major University business unit shall have one vote. If more than one member from a business unit is in attendance at a meeting when a vote is taken, the members from that business unit must determine, prior to the call for votes, which member shall cast it.

Voting:
All formal members shall have one vote.

Agenda, meeting minutes, and Council documents will be posted on the Web and distributed to the IT Council members, Director of Information Technology Services, Information Security Officer, and the Managers of Academic Computing, Instructional Media Services, Telecommunications & Network Services, and University Services. Administrative support is provided by Information Technology Services.

Chair
The members shall elect a Chair to a two-year term at the end of the first meeting in September of each odd-numbered year. If the Chair is unable to complete his or her term, the members shall elect an Interim Chair to complete the term.
The Chair:
• Is responsible for building the agenda, but all members are expected to submit agenda items.
• Acts as liaison to the Director of Information Technology Services and the Information Security Officer.
• Designates an alternate from the membership to preside when the Chair cannot be present.

Working Groups
The Council can form Working Groups as appropriate when specific topics or areas may be addressed more effectively than by the IT Council as a whole. The members of a Working Group are appointed by the IT Council. Membership on a Working Group is not restricted to members of the Council, and the Council will identify key personnel from across the campus and request their participation through the proper channels, but at least one member of each Working Group should be a member of the Council. The function of a Working Group is to identify needs and make recommendations to the Council, not to operate as a decision-making or implementation body. Each Working Group is expected to:

1. Develop a statement of scope in consultation with the IT Council.
2. Elect a Chair at its first meeting.
3. Identify, research, analyze, and review issues within its scope and advise the Council.
4. Bring to the attention of the Council any issues which require a wider discussion.
5. Post its agendas, meeting minutes, and group documents on the Web. A Working Group will be discontinued upon completion of the task for which it was created by the IT Council (i.e., upon completion of its scope).