

Administrative Systems Council

ChARter

April 17, 2019

# Purpose

This Charter establishes the Administrative Systems Council (ASC) and defines its mission, scope, authority, membership, and administration. All proposed changes to this document, with supporting rationale, are to be submitted in writing to the DoIT Chief Information Officer (CIO).

# Mission

In order to establish a process that ensures technical and functional feasibility of proposed IT investments (Projects and Enhancements) the Division of Information Technology (DoIT) has established the ASC. The ASC shall perform the following functions:

* Determine the technical and the functional feasibility of individual IT investments and mitigate technical risks to the overall Administrative Systems Portfolio.
* Research, evaluate, and prioritize new IT investments to advance the university system goals and mission.
* Ensure that all IT investments comply with industry Enterprise Architecture (EA) standards, or obtain waivers from the DoIT CIO, prior to project funding and/or approval to proceed.

# Scope and Responsibilities

The ASC is an enterprise-wide committee responsible for reviewing the functional and technical soundness of IT investments and providing technological recommendations for the betterment of Enterprise and Departmental IT systems throughout the University of South Carolina. Although the ASC operates under the authority of the DoIT, the ASC has independent authority to review any IT investment, technology or other matter relevant to its mission.

All investments within the scope of ASC will be subject to review irrespective of their funding source. Administrative Systems Council responsibilities set forth in this charter apply to the entire lifecycle of the investments under its review.

The ASC will address technology issues for the entire Administrative Systems Portfolio. Specifically, the Council shall be responsible for:

* Recommending approval/disapproval of IT investments based on functional and technical merits.
* Ensuring new investments do not duplicate or conflict with existing IT investments.
* Evaluating, approving, and prioritizing proposed work items and other strategic initiatives (e.g., enhancements, upgrades, interfaces, workflows).
* Stewarding data and policies associated with administrative system processes to include compliance.

# Membership and Reporting Structure

Administrative Systems Council voting members are comprised of individuals in the offices and positions listed below. Membership delegates are allowed but must be empowered to vote for their respective functional area.

## Membership

* Human Resources - Vice President for Human Resources or delegate
* Benefits - Vice President for Human Resources or delegate
* Payroll - Vice President for Finance or delegate
* (Initial Chair) Information Technology - Vice President for Information Technology or delegate

In addition, subject matter experts (SMEs) and other advisory members may be invited to attend Administrative Systems Council meetings as non-voting members with the concurrence of the Council Chair.

## Reporting Structure

The Administrative Systems Council shall report to the Executive IT Steering Committee.

# Administration

This section provides guidance for administrative activities associated with the Administrative Systems Portfolio. It ensures consistency in operations across governance committees and councils.

## Meetings

The ASC shall meet regularly at a time and place set by the Chair. In addition, the Council may be convened in an emergency session to address time-critical topics as deemed necessary by the Chair. It is currently expected that the Council shall meet Bi-Weekly.

Council members are expected to attend all meetings. Attendance may be in person or any two-way, interactive communications means, such as conference call or video conference acceptable to the Chair. If necessary, a member may be represented by a designated delegate. A majority of voting members, one of whom is the Chair, must attend the meetings to establish a quorum.

Decisions shall be determined based on the vote of a majority (at least 51 percent) of the voting members in attendance. Each council member has one vote. In the event of a tie vote, the Chair shall cast a second vote to make the final decision. The Chair shall communicate significant minority positions of the Council to the Executive IT Steering Committee.

Items presented for ASC review shall be circulated electronically for members review far enough in advance of the meeting to allow members time to review the documents in a meaningful way. Disposition may be determined by virtual deliberation and voting of the members without convening an Administrative Systems Council meeting.

## Administrative Systems Council Administrator

The ASC Administrator, provided by the DoIT, shall perform all Administrative Systems Council administrative activities, including:

* Documenting and tracking all agenda items submitted for ASC consideration.
* Preparing the agenda, supplemental materials, and minutes for each Administrative Systems Council meeting.
* Tracking action items from the Administrative Systems Council meetings.
* Maintaining current and historical ASC logs, distribution lists, and other records.
* Preparing routine and ad-hoc reports of ASC activities.