

1.0 PURPOSE

In accordance with *Information Technology Governance Policy 8.2*, this procedure is the mechanism the College uses to plan, promote, distribute, and maintain information technology services the expression of stakeholder needs through various processes to advance continuous improvement. The Committee is not expected to perform oversight of Integrated Technology Services operations and/or regular management functions.

2.0 REVISION HISTORY

Adopted on: 2/26/16
Revised on: 2/22/2022
Revised on: 9/26/2023

3.0 PERSONS AFFECTED

The Board of Trustees, employees, students, and all other individuals and entities affiliated with Laramie County Community College are affected by this procedure.

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- 4) Prioritize major computing, instructional technology, management information systems, telecommunications, media resources and distance education projects and activities.
- 5) Create sub0.6 (o)4.2 (m)4.5 (m)-6.3 (it)-2.9 (t)7 (e)-3 (e)JITQ35.04 45 296.52 12.96 re p(0.6 (o)4.2 (m)4.5 (m)

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C. Length of Term and Appointment for Vacancies

The term length for rotating members shall be a three-year renewable term, no limit, with one-third of the Committee rotating every year to provide continuity of membership.

D. Attendance at Meetings

Committee members are expected to attend all meetings. If a member cannot attend a meeting, that member is responsible for finding a substitute from within their primary constituency group. Any voting member missing three meetings in a calendar year will be considered to have resigned from the Committee unless excused by the Chief Information Officer.

E. Leadership

The Information Technology Governance Committee will be led by co-chairs. One permanent co-chair will be the Chief Information Officer, with the second co-chair being elected from and by the voting members of the Committee to a one-year, renewable term with no limit.

1) Duties of the co-chairs include:

- a. Conduct meetings according to Robert's Rules of Order
- b. Conduct meetings quarterly, or as need dictates
- c. Coordinate the activities of the Committee's work
- d. Work with the Executive Administrative Assistant from Performance and Planning to produce meeting agendas and distribute minutes. Agenda items are submitted from the Committee's membership at least one week prior to scheduled meeting
- e. Report recommendations, activities, and progress to President's Cabinet and distribute information to campus community