

University Advancement Technology Steering Committee (UATSC) Charter

Purpose

The University Advancement Technology Steering Committee (UATSC) oversees the information technology (IT) investment priorities for the University of Virginia's Advancement program. The Committee will:

1. Provide strategic leadership for Technology projects through the alignment of IT strategic objectives and activities with University Advancement's strategic fundraising plan.
2. Prioritize technology investment initiatives and deliver final approvals and recommendations on proceeding with approved IT projects.
3. Ensure open communication between University Advancement and the schools and units of UVA's Advancement community so as to promote collaborative planning.
4. Establish data management best practices and data privacy policies and controls for the stewardship of data as an institutional asset.

The UATSC provides overarching governance for the strategic direction of University Advancement's information technology and data security, and will provide a stabilizing influence on UA's technology investments by recommending prioritization of IT projects to the Vice President of University Advancement. The Committee will set UA's IT direction, resource investments, and recommend UA's annual IT funding request through input from representatives of various schools and units, GPS, and ITS. The Committee will establish data management best practices, clear accountability, data stewardship and a decision-making structure for an ongoing data governance policy. This policy will result in a sustainable and efficient set of controls, data standards and data use policies for UVA's Advancement Community, with the potential to extend its scope over time to other areas within the University of Virginia, as appropriate.

Authority & Role of Members

The Committee has a deliberative role versus an authoritative one, and is charged with making recommendations to the VP of University Advancement, depending on the scope of the issue being considered. Members are expected to:

1. Serve the University's Advancement Community by supporting the following core principles: Be Proactive; Act Strategically; Embrace Discipline; and Strengthen Community.
2. Understand the strategic goals of University Advancement and UVA's Third Century Campaign.
3. Actively participate in the work of the Committee and contribute to the discussions concerning technology resources.
4. Review all relevant material prior to the Committee meetings or through email.
5. Participates in carrying out the goals and objectives in the UA's technology investments and strategy.

The UATSC is not responsible in any way for the UA technology operating budget, UA technology staff, or any other aspect of day-to-day IT operations.

Composition

The membership of the Technology Steering Committee shall consist of six members from University Advancement, seven members from the Advancement Community:

- Julie Featherstone, Executive Chair (jaf2vk@virginia.edu)
 - Deke Shrum, Co-Chair (rls2ea@virginia.edu)
 - Laura Phillips (Imp8f@virginia.edu)
 - David Pinker (djp4cr@virginia.edu)
 - Anna Hodges (amh8p@virginia.edu)
 - Ashley Gresh (aag3j@virginia.edu)
 - Chris Mercincavage (cwb9ga@virginia.edu)
 - Non-voting proxy member, may vote on behalf of the Executive Chair in her absence.
- One member from Alumni Association – Elizabeth Turrisi (et8a@virginia.edu)
- One member from Arts & Sciences – Annelise Lucas (abl4n@virginia.edu)
- One member Darden – Isaac Stephenraj (stephenraji@darden.virginia.edu)
- One member from Athletics – Todd Kersey (mtk3cz@virginia.edu)
- One member from Health Systems – Joby Giacalone (jmg6e@hscmail.mcc.virginia.edu)
- One member from Commerce – Ryan Jackson (rcj8rx@virginia.edu)
- One member from ITS – Forrest Swope (hfs4a@virginia.edu)

On a rotating, fiscal year basis, two members from other schools or units may be invited to participate on the Committee. **For FY22 those representatives are:**

- One member from: Vacancy
- One member from: Vacancy

Primary Duties and Responsibilities

The UATSC will provide a stabilizing influence so technology concepts and directions are established and maintained with a visionary ‘across-Grounds’ view. Members of the UATSC ensure that the University Advancement’s information technology needs and objectives are being adequately addressed, and that the University’s data is appropriately stewarded and secured. In practice, these responsibilities are carried out by performing the following functions as part of every meeting agenda:

1. Review major projects underway and discuss concerns (i.e. status and issues)
2. Review and score new project proposals (i.e. approve, decline, or defer)
3. Review any changes in IT/business capacity
4. Review the project priority list to consider adjustments

In addition, the Committee will monitor and report progress toward meeting UA’s IT strategy and identify opportunities to leverage technology investments to their fullest potential by:

- Identifying and developing strategic IT initiatives

- Prioritizing IT initiatives
- Developing and reviewing IT standards, business rules, and governance models
- Updating IT standards and policies as emergent issues force changes to be considered, ensuring alignment with the UA strategic plan and University policies
- Ensuring quality of deliverables
- Gaining buy-in across the community
- Acting as a sounding board

Sub-Committees: The Committee shall have the authority to create temporary sub-committees to address specific short term issues that arise, or permanent sub-committees, as needed, to fulfill the Committee's mission.

Mandate

1. The UATSC will be Chaired by the AVP for Advancement Operations
2. The UATSC will support the development and implementation of University Advancement's technology investments and strategy
3. The UATSC shall meet at a minimum of once every quarter.
4. UATSC members unable to attend meetings will not send representatives in their stead
5. UATSC members unable to attend a majority of meetings will be replaced
6. Meeting minutes will be provided to committee members subsequent to each meeting
7. All proposals must follow a prescribed proposal methodology which includes:
 - a. Articulation of a specific business case or need (see UA Technology Project Request form)
 - b. A clear definition of business measures and benchmarks of progress
 - c. An assessment of institutional risk/benefit, strategic advancement goals, return on investment, and impact (see UATSC Project Scoring form)
 - d. Funding requirements and sources should be clearly specified, including all new purchases, implementation costs (including staffing or consulting), and ongoing maintenance costs
8. Electronic copies of all proposals must be submitted by the sponsoring business unit to the UATSC at least 10 business days prior to the UATSC meeting
9. Copies of all project proposals will be distributed for review by the Committee Chair to the rest of the Committee Members at least 5 business days prior to the meeting
10. Project proposals to be reviewed by the Committee may come from anywhere within the Advancement Community (University Advancement, or Schools / Units)
11. The Committee is responsible for reviewing and making recommendations regarding any projects that meet the following criteria:
 - a. Projects or technologies with projected capital costs over \$10,000
 - b. Projects or technologies with annual license or operating costs over \$5,000
 - c. Projects or technologies requiring UA IT staff time commitment greater than 40 hours
 - d. Projects or technologies that require the sharing of (or interface with) University data
 - e. Projects or technologies that require changes in business processes or business rules that impact the Advancement Community at large
12. All proposals must be formally presented in person to the UATSC by the school or unit which will act as the sponsor for the proposed project throughout its lifecycle
13. All projects will be scored by individual committee members for discussion by the UATSC

14. The UATSC has the authority to reject any proposal which it deems not to have made a sufficient business case or which does not significantly contribute to the strategic goals of University Advancement
15. The UATSC may request progress reports on any previously approved proposals
16. The UATSC can recommend the termination of any project not meeting its projected goals
17. Each quarter the UATSC will provide VP of Advancement with a status report of projects in the current fiscal year, and a priority list of planned projects for the following fiscal year

Submission Process

If you would like to submit a project or technology for consideration by UATSC, please email uatsc-submit@virginia.edu and include a description, the name of your school or unit, project goals, specific benefits to individuals or the entire community, known risks and available funding sources. Also indicate whether the project requires a transfer of data to vendors outside of the University or University Affiliated Organizations (schools or foundations, etc.).

Members of the UATSC will evaluate the proposal based on the following criteria:

- Efficiency/return on investment
- Institutional risk
- Strategic goal
- Community-wide Impact

Projects will also require appropriate approvals for budget outlays. If projects benefit only one school or foundation, that school or foundation may be asked to provide financial or HR resources.

Once received, the Committee will schedule a presentation by the sponsor.

Approved projects will be tracked and reported quarterly to the VP for Advancement as *in discovery*, *under development*, or *being delivered*, with funding details and completion/orientation dates.