Millersville University — Governance & Policies

Effective: October 1997

University Governance
ENTERPRISE SYSTEMS STEERING COMMITTEE (ESSC)

Approved: October 1997
Revised: December 20, 2006
Vice President for Information Technology

The Enterprise Systems Steering Committee is a committee established by the University administration to facilitate communication and planning between administrative departments and technical support services staff to ensure enterprise systems successfully address evolving business requirements. (This committee was formerly the Information Management Steering Committee.)

Membership

1. One (1) representative from each department that uses administrative computer systems. A department with "regular" representative status is defined as a department that has received a recommendation for membership from its vice president and regularly sends a representative to ESSC meetings.

2. One (1) ad hoc representative from each major administrative unit of the Information Technology division.

3. Departments using administrative computer systems that do not have a regular representative may send a representative on an ad hoc basis.

Functions

1. Provide a forum to facilitate communication between Information Technology and the users of administrative computing systems.

2. Work in partnership to sustain enterprise-wide system perspective, promoting interconnectivity between disparate administrative software systems.

3. Collaborate on enterprise systems planning in order to effectively support evolving University business processes.

4. Review anticipated and current administrative computing projects and assist in determining the impact of these projects on administrative users.

5. Review project priorities and make appropriate recommendations to the Vice President for Information Technology.

6. Review project progress.

7. Discuss and assist in the resolution of problems involving administrative user issues.

Organization

1. Officers

   a. A chairperson and secretary are elected to a two-year term.
   b. Officers may serve a maximum of two (2) consecutive terms. Officers who have served two (2) consecutive terms may be re-elected after a year of not holding that office.
   c. The term of office is October 1 to September 30.

2. Duties of Officers

   a. The chairperson will prepare and distribute the agenda, conduct the meetings, appoint subcommittees when necessary, and arrange for someone to conduct meetings in his/her absence. Each semester, he/she will prepare and distribute in advance the schedule of meetings, arrange for a meeting room, initiate the election process, and preside at the elections. The chairperson will also appoint a primary Information Technology-ESSC liaison. This liaison will assist the chairperson by serving as a consultant on technical issues and by facilitating communication between the committee and Information Technology.
   b. The secretary will record and distribute minutes of all regular meetings, maintain the committee roster, keep attendance records, and arrange for a person to record minutes in his/her absence.
   c. The chairperson will represent the committee as directed by University executive leadership.

3. Elections

   a. ESSC members who wish to be considered for an elected office must submit their name to the chairperson by the first meeting in May.
   b. Elections of all officers are held the second meeting in May.
   c. Only members whose departments have regular representative status are eligible to vote.

Modifications

Modifications of this committee may be made by the Vice President for Information Technology.