A. Background and Definitions

The Enterprise Systems Working Group (ESWG) forms part of the decision making framework put in place for IT Governance at the College. This working group is an advisory committee to the IT Governance and Priorities Committee (ITGPC).

**Information Technology Services (ITS)** is a department within the College with the responsibility and accountability to manage the IT assets of the College.

**IT Portfolio** refers to the collection of IT programs and projects that are approved by the Executive Team to achieve college objectives and goals.

**Call for IT initiatives** is an annual process aligned with the College’s annual budget cycle to submit, prioritize and select projects to be included in the IT portfolio and considered for funding.

**In year initiatives** refers to any new initiatives that arise outside of the annual call for IT initiatives process.

B. Purpose

The purpose of this working group is to provide forum for discussion, input and prioritization on information technology projects and services, as it relates to the College’s business and student administrative and support systems across the College. As part of the annual call for IT initiatives process, ESWG reviews and vets requests for services and projects affecting these systems, and recommends the initial prioritization of those proposals to ITGPC for resourcing and funding consideration. In year, the group also advises on projects based on impact and availability of resources.

C. Statements

1. Duties and Responsibilities:
   a) provide input into the development of policies and college-wide procedures regarding the use of business and student administrative technologies in collaboration with other College divisions, committees and working groups;
   b) receive and review project requests, ensuring a valid business case exists;
   c) assess degree of fit for new administrative systems projects within the College strategic and operational plans;
d) review initial scorecard ranking provided by the PPO and adjust priorities for project requests within the Enterprise Systems portfolio as required;

e) identify interdependencies, duplication or synergies of projects within the Enterprise Systems portfolio;

f) assess reports from the PPO to monitor progress, budget, risk and deliverables on projects and take appropriate action, as necessary;

g) in year, review and advise on project requests made outside of the annual call for IT initiatives process, where funding and resource capacity is available and proceeding will not impact the current portfolio;

h) review and recommend to the ITGPC project changes that have a high impact on timelines, budget or deliverables;

i) provide guidance regarding functional resource requirements and availability for current and future years;

j) identify and discuss ongoing issues and concerns that arise with business and student administrative systems and technologies used across the college; and

k) coordinate the upgrade schedules of the various enterprise systems on campus to ensure that such upgrades don’t conflict with or adversely affect services to the systems’ users.

This working group represents the interests of the major users of the College’s business and student administrative and support information technology systems and services and applies to all common and enterprise level administrative systems and technologies developed and managed anywhere at the College including, but not limited to the following:

a) Financial systems (e.g. accounts payable, receivable, G/L, point of sale systems)
b) Human resource systems (e.g. employee records, new hire, performance appraisal)
c) Student administration systems (e.g. student records, admissions, registration)
d) Student support administration systems (e.g. advising, services for students with a disability, student health services)
e) International systems (e.g. student records)
f) Marketing and recruitment systems (e.g. customer Relationship Management, service desk)
g) College physical security and safety systems (e.g. door access, cameras)
2. Membership:

   Associate Director, Enterprise Systems (Chair)
   Registrar
   Director, Finance
   Director, International
   Director, Human Resources
   Director, Marketing and Recruitment
   Director, Student Services
   Director, Planning and Institutional Research
   Director, Facility Management Services
   Manager, Campus Security and Parking
   Chief Technology Officer (non-voting)

   **Recorder:** Associate Director, Project Portfolio Office (non-voting)

   If a member is not able to attend a meeting, they may send a designate who retains all the responsibilities of the member for that meeting, including the right to vote.

3. Appointments: Ex-officio

4. Quorum:

   A minimum of half the members or designates must be present at the meeting for purposes of decision-making.

5. Meeting Procedures:

   a) meetings will occur bimonthly with additional meetings scheduled as required and at the discretion of the Chair;
   
   b) guests may be invited to attend meetings as required, to present information or act as resources;
   
   c) agendas and supporting documents will be distributed to working group members at least three (3) business days in advance of a meeting;
   
   d) the preferred method of decision making is consensus, meaning the majority approve a given course of action, but the minority agrees to go along with the course of action, potentially with some modifications. If consensus cannot be reached, decisions will be reached by majority support;
   
   e) meeting notes will be taken to record discussions and decisions, and will be provided to the group members within three (3) business days of the meeting.
6. Reporting:

Meeting notes will be sent to the IT Governance and Priorities Committee for information, ensuring that any key issues or items requiring further or higher approvals from the ITGPC are flagged.

D. Related Documents

Policy: NC200 IT Governance Policy

Procedure: NC200 IT Governance Procedure

Terms of Reference: NC200 Committee-IT Governance & Priorities
 NC200 Working Group-Teaching and Learning Technologies
 NC200 Working Group-Research Technologies (under development)