

Springfield Technical Community College Information Technology Steering Group

Mission

The Information Technology (IT) Steering Group provides management oversight of the IT function. This includes allocating scarce IT resources by setting priorities, setting IT policy, resolving significant IT project issues, and communicating critical needs to the President and the Board of Trustees.

Guiding Principles

Decisions will be made in accordance with the following principles:

- Decisions should maximize return on investment
- IT resources should support the College's strategic and operational plans
- IT policies should balance the needs of various stakeholders (students, faculty, administrative staff, IT department)

Membership

The IT Steering Group is comprised of the following voting members:

- Vice President, Development/ CFO (chair)
- Vice President, Academic Affairs
- Vice President, Economic & Business Development
- Vice President, Enrollment Management/ Student Affairs
- Vice President, Human Resources and Multi-Cultural Affairs
- Vice President, Facilities
- Assistant to the President

Non-voting (ex-officio) membership:

- Chief Information Technology Officer (CITO)
- Assistant Chief Information Technology Officer
- A representative from the Massachusetts Community College Council (MCCC) union
- A representative from the American Federation of State, County, and Municipal Employees (AFSCME) union
- One Student member, by invitation

Logistics

The IT Steering Group will initially meet monthly for up to the first six months, and then quarterly thereafter. The CITO will prepare an agenda in advance of each meeting and will communicate meeting outcomes to various college stakeholders. All agenda items should be e-mailed to the CITO in advance of a meeting. Individuals sponsoring IT initiatives are expected to submit their ideas to the IT Steering Group, in writing (utilizing the IT Policy & Planning Proposal form), and present their ideas to the IT Steering Group, in person.