**Information Technology Governance Renewal**

**at KCCD**

**Point Paper**

CCD Small

I. IT Governance Renewal Overview

This document provides a brief overview of the renewal of Information Technology (IT) governance at the Kern Community College District (“KCCD”). The governance process will be elaborated into detailed terms of reference and work plans as appropriate.

II. Governance Renewal to Support IT Transformation

Information Technology (IT) has been identified as a critical enabler of KCCD’s current and future success. There is a growing imbalance between demand on and supply of IT resources and budgets at KCCD – underlining the need for a more effective process of prioritizing IT projects and investments across KCCD to ensure that highest needs can be addressed.

This will provide an environment where planning, investment and priority setting is transparent and coordinated. In doing so, we can bring IT into an environment of district-wide control – supported by clear governance processes, policies, mandates and district-wide perspectives on IT strategy, priorities and associated investments.

Specifically, a new approach to governance needs to accomplish:

• A District IT plan that is aligned with and enables KCCD’s strategic and business priorities;

• A consolidated view of IT investments on which KCCD can set priorities and measure return;

• Clarity on district-wide IT mandates and authorities among colleges and administrative units;

• All District IT advisory and governance processes aligned to strategy;

• A process to ensure IT projects across KCCD are aligned to and compliant with core IT standards and guidelines.

• A new state where IT is brought into an environment of control through formal governance processes where key leaders across KCCD have meaningful roles in IT decision-making and priorities.

In this regard, the scope of IT governance is district-wide and extends across the IT function – including and beyond the Information Technology (IT) department.

III. IT Governance Structure

1. KCCD IT Advisory Council (KITAC?) (Central Committee)

The KITAC will engage senior-level leaders, faculty, and staff constituencies from across KCCD in providing recommendations and advice to the CIO on IT strategies and investment proposals.

Purpose:

* Reviews district-wide IT investments for alignment with institutional goals, evaluates their benefits\risks and recommends IT project investments to the Chancellors Cabinet for approval;
* Ensures the effectiveness of IT governance and its alignment with district-wide strategy and business priorities while supporting the strategic plans of Kern CCD district.
* Provides the means through which the district plans the orderly systems technology growth, prioritization, change, and development.
* Provides guidance for technology project and planning issues and brings stakeholders together to gather input, complete tasks, and resolve issues related to projects and operational IT tasks.

Scope:

• All technology related plans, projects and priorities across KCCD are recommended to KITAC and fall within the mandate of KITAC.

Governance Membership - representative of the entire district community.

* Chief Information Officer (District) – Chair
* District Office – 1 representative
* Bakersfield college – 3 representatives assigned by college
* Cerro Coso college – 3 representatives assigned by college
* Porterville college – 3 representatives assigned by college
* AA: CIO Office - non-voting

Each college will determine their college representatives.

Terms and Processes:

* Meets at least Monthly (less often if required).
* Members must be in attendance to vote.

2. KITAC Sub-Committees

Sub-committees provide recommendations on services, programs, security, policies and procedures on specific topics that will support KITAC. Sub-committees are ongoing groups that are responsible for specific issues and recommendations in certain areas of responsibility or interest of KCCD. Other committees can be created as needed and will follow the same processes.

There are two primary sub committees providing input into the decision process:

a) Enterprise Systems IT Steering Committee (EITSC)

EITSC’s focus is the administrative system (Banner) operations and services IT portfolio.

b) Enterprise IT Architecture Committee (EITAC)

The EITAC’s focus is district-wide IT infrastructure, applications, data and security domains to include our “Cloud First” direction.

IV. IT Governance Structure

KITAC and its committees will be supported by approved operating procedures. Drafts will be reviewed for approval at the meetings of KITAC and its committees. The operating procedures should address:

• Decision-making and issue escalation processes;

• Member expectations and participation – inc. Delegation/Non-delegation authorities;

• Meeting agenda and supporting documents;

• Other logistic matters.

V. Key Governance Procedures

Proposals for projects are prepared, submitted and evaluated based on the following core assumptions:

* Projects will be proposed, assessed, prioritized and approved through a common and transparent criteria set that are based on business needs, drivers, TCO, and considerations.
* Some IT project proposals may not follow the standard review process as they could be deemed Mandatory (i.e. to comply with legislative, contractual, or regulatory requirements).
* Some IT project proposals may enter the process as fully funded, resourced, and therefore, would not have significant impact on existing IT resources. This would include total cost of ownership (TCO). These projects would be accelerated through the evaluation process.

Phases and Components:

The IT technology review process contains five key phases governing the life-cycle of a proposal from generation to approval as a project. All phases are founded on a common set of criteria. The phases are summarized below.

1. Submission Process

* In IT Governance, the project proposal is the starting point of turning an idea into a project. This document will be used to ensure information is provided for the evaluation process.
* All proposal submissions are sent to the appropriate college council for discussion and completeness review.

2. College Evaluation Process

* Colleges\Committees will review their proposals to qualify them for a full assessment and prioritization.
* When completed, the College representative submits the prioritized proposals to the KITAC’s Committee.

3. KITAC Evaluation Process

* Once the committee determines it has the necessary information to support proceeding, it forwards the proposal to EITAC for an assessment of technical risk/feasibility and alignment with IT standards and guidelines
* KITAC will evaluate proposals through the established criteria. As KITAC is tasked with taking a district-wide view in its work, its assessment will also include consideration of balancing resources, budgets and implementation capacity across its portfolio;

4. Technology Plan Approval Process

* The CIO will review the KITAC’s input on the IT Technology Plan for approval – consulting with KITAC on any revisions that may be required and assessing the plan’s alignment with the Districts Strategic plan
* The CIO will confirm final approval of projects in the technology plan. Approval communications will be reported back to KITAC and posted via IT’s communications processes.
* Based on its evaluation, KITAC will prepare a single list of priority proposals in the form of an annual IT Technology Plan for recommendation to the Chancellors Cabinet for approval

5. Project Reporting Process

* Once approved, project owners will report on project performance against declared outcomes through a process to be developed and coordinated by the CIO office.

Next steps

Consultations with our district community and rollout of the governance model in order to create an environment in which Technology will meet the needs of KCCD.