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University of South Carolina
BOARD OF TRUSTEES

Ad Hoc Committee on Information Technology

April 21, 2021

The Ad Hoc Committee on Information Technology of the University of South Carolina Board of Trustees met at 8:30 a.m. on Wednesday, April 21, 2021, by Microsoft Teams hosted in Room 206B of the Osborne Administration Building.

Committee members attending in person were Mr. Doug Foster, Co-Chair and Dr. Diana Hill-Mitchell. Participating by Microsoft Teams video conference were Ms. Leah B. Moody, Co-Chair; Dr. Dirk Brown; Dr. Mark Ferguson; Dr. Hossein Haj-Hariri; Mr. Eddie King; Ms. Rose Buyck Newton; and Mr. Thad H. Westbrook, Board Vice Chair. Dr. C. Dorn Smith III, Board Chair and Mr. David Seaton were absent.

Other Board members participating by Microsoft Teams were Mr. Alex English, Mr. Brian C. Harlan, Mr. Richard A. Jones Jr., and Ms. Emma W. Morris.

Others attending in person were Acting Secretary Cameron Howell, Vice President for Communications Larry Thomas, and Board support staff. Participating by Microsoft Teams were General Counsel and Executive Director of Compliance Programs Terry Parham; Chief Operating Officer Jeff Perkins; Vice President for Student Affairs and Vice Provost Dennis Pruitt; and University Treasurer, and Assistant Vice President of Administrative Operations and Chief of Staff Joe Sobieralski.

OPEN SESSION

I. Call to Order

Co-Chair Moody called the meeting to order, welcomed those in attendance, and asked everyone at the table to introduce themselves. Acting Secretary Howell confirmed Committee and Board members participating via Microsoft Teams.

Co-Chair Moody called on Mr. Thomas to introduce members of the press joining by Microsoft Teams audio conference. Mr. Thomas advised there were no members of the press on the line.

Co-Chair Moody stated notice of the meeting had been posted and the press notified as required by the Freedom of Information Act; the agenda and supporting materials had been circulated; and a quorum was present to conduct business.

II. BOT Standing Committees' IT Governance Domains

Co-Chair Moody stated to ensure IT Governance Domains are appropriately assigned to Standing Committees, Committee chairs were asked to identify their committees' areas of oversight based upon their charters, matrices, and risks.

Co-Chair Moody shared her thoughts on areas that IT Governance domains would align with the Governance Committee, the Finance and Infrastructure Committee, and the Audit, Compliance and Risk Committee.

Co-Chair Foster stated the next step would be to work with all Committee chairs to discuss the details of aligning IT Governance domains. For example, as new projects start to make their way through the University System, a business case should be developed and presented to the Board. Co-Chair Moody advised Secretary Howell will be reaching out to Committee chairs and Committee liaisons to have those discussions.

Ms. Newton stated Chief Audit Executive Pam Dunleavy made recommendations in the past related to project development review. She suggested it may be helpful to enlist the Audit and Advisory Services Office to assist with drafting policies to ensure projects are more cohesively tracked from a finance perspective.

Co-Chair Moody stated as governance policies are put in place, the compliance component needs to be addressed. She noted Mr. Parham is the University's Compliance Officer and asked if it would be appropriate to create a running list that can be audited. Mr. Parham agreed and stated he would discuss that with Co-Chair Foster as he will be instrumental in that process.

Co-Chair Moody asked for feedback regarding the Health and Medical Affairs Committee. Mr. Perkins stated from his perspective, the Health and Medical Affairs Committee would serve as a gateway for units such as the College of Nursing and Schools of Medicine as they interact with the Finance and Infrastructure Committee and the Audit, Compliance and Risk Committee. Anything that arises from those units would be referred to Co-Chair Foster and matters related to the Health Information Portability and Accountability Act (HIPAA) would be referred to Mr. Parham as the Compliance Officer. Compliance matters related to research would flow through the research mechanisms.

Dr. Pruitt stated with respect to the Academic Excellence and Student Experience Committee, data privacy and security are significant issues, particularly with student self-help, self-service, and the tracking of students in the classroom and beyond. It will be a huge task to ensure the data collected are secure and are used appropriately.

Mr. Thomas stated with respect to the Advancement, Engagement, and Communications Committee, areas that need to be addressed are cybersecurity related to vendors, donor development efforts, and websites.

Co-Chair Foster encouraged Committee chairs and administrators to reach out to him for assistance as they explore the various IT Governance domains from a knowledge perspective.

III. Adjournment

There being no other matters on the agenda, Chair Moody adjourned the meeting at 9:15 a.m.

Respectfully submitted,

Cameron Howell
Acting Secretary