

**AJCU-CITM Business Meeting**  
**Rockhurst University**  
**Tuesday, May 19, 2009**

**Attendees:**

- Boston (Mike Bourque)
- Canisius( Mark Castner, Joel Cohen),
- College of Holy Cross (Ellen Keohane)
- Creighton (Brian Young)
- Detroit-Mercy (Ed Tracy)
- Fairfield (James Estrada [AUSJAL Liaison])
- Fordham (Jason Benedict, Shannon Ortiz, Frank Sirianna [Conference Vice-Chair])
- Georgetown (Beth Ann Bergsmark)
- Gonzaga (Chris Gill [AJCU-CITM Treasurer], Dale deViveiros, Jim Jones)
- Le Moyne (Shaun Black)
- Loyola Maryland (Louise Finn)
- Loyola Marymount (Peter Frontiera)
- Loyola Chicago (Jack Corliss [AJCU-CITM Secretary], Jim Sibenaller, Dan Vonder Heide)
- Loyola New Orleans (Bret Jacobs, Joseph Locasio)
- Marquette (Dan Smith)
- Regis (Susan Genaro, John Twigg)
- Rockhurst (Matt Heinrich [Conference Chair]),
- St. Joseph's (Jeff Bachovchin)
- St. Louis (Tim Brooks)
- Santa Clara (Ron Danielson [JesuitNet Liaison])
- San Francisco (Steve Gallagher, Tracy Schroeder [AJCU-CITM President])
- Scranton (Jerry DeSanto, Lorraine Mancuso)
- AJCU Jesuitnet (Cindy Bonfini-Hotlosz)
- ITESO-AUSJAL (Roberto Osorno)

Tracy Schroeder called the 2009 AJCU-CITM business meeting to order at 2:38 PM

**1. Election of AJCU CITM Officers**

Tracy announced that she will not be able to continue serving as President of the AJCU-CITM since she was leaving University of San Francisco before the end of June 2009 to take a position at Boston University. Therefore, the AJCU-CITM membership had to vote for a person to take the position and continue her term.

In response to solicitation for nominations and discussion, Tracy drafted and presented the following nomination slate [See Appendix A]:

Conference Chair:	Frank Sirianni, Fordham
Conference Vice-Chair	James Estrada, Fairfield
President	Susan Malisch, Loyola Chicago, to fill remainder of 2-year term
Vice-President:	Frank Sirianni, to fill remainder of 2-year term
Liaison for JesuitNet/ AUSJAL/International Outreach	: Fleur Eshghi, Fordham

From: "AJCU-CITM AJCU-CITM" <AJCU-CITM@luc.edu>  
Subject: **Minutes/Notes from Business Meeting at 2009 AJCU-CITM/TTL Conference at Rockhurst University**  
Date: June 22, 2009 9:21:43 PM EDT  
To: <ajcucomp@georgetown.edu>  
Cc: <currie@ajcunet.edu>, <taschroeder@gmail.com>  
Reply-To: AJCU-CITM@luc.edu  
1 Attachment, 70.5 KB

Good evening

Please see attached minutes and notes taken at the AJCU-CITM Business Meeting at the 2009 AJCU-CITM/TTL Conference at Rockhurst University, May 18-20, 2009. The minutes include three appendices, one of which is the AJCU CITM Shared Services Policy and Procedures document which was approved at the business meeting.

Highlights include:

\* Officers for 2009-2010:

President: Susan Malisch, Loyola Chicago  
Vice-President: Frank Sirianna, Fordham  
Conference Chair: Frank Sirianna, Fordham (host of 2010 meeting)  
Conference Vice-Chair: Ron Donaldson, Santa Clara (host of 2011 meeting)  
Treasurer: Chris Gill, Gonzaga  
Secretary: Jack Corliss, Loyola Chicago  
Liaison for JesuitNet/AUSJAL/  
International Outreach: Fleur Eshghi, Fordham

\* The following work groups were tasked to continue their work and move ahead with their plans during the coming year:

- AJCU Benchmarking, Louise Finn, Loyola Maryland, chair
- AJCU CITM Shared Services, Bret Jacobs, Loyola New Orleans, chair
- AJCU-CITM Web Site and Collaboration Tools, Jeff Bachovchin, St. Joseph's, chair
- AJCU-CITM Mentoring Project, Jason Benedict, Fordham, chair

\* The new AJCU-CITM wiki will be developed to include a best practices repository for the collection of Open Source LMS evaluation documents.

\* Fordham will host our 2010 meeting (possibly, April 18-21, 2010) and Santa Clara will host the 2011 meeting.

\* At the business meeting, we voted to issue a commendation to Tracy Schroeder for her service and to wish her well. The commendation reads:  
AJCU-CITM COMMENDS TRACY SCHROEDER FOR HER EXCEPTIONAL SERVICE OVER THE PAST TWO YEARS AS PRESIDENT OF THE ORGANIZATION AND WISHES HER EVERY SUCCESS IN HER NEW ROLE AT BOSTON UNIVERSITY.

Do check out the minutes for more information on the progress of the AJCU-CITM work groups. Be sure to check the work group membership lists to help remember the commitments that we made.

I want to thank Chris, Ellen, Jason, and Mark for their help with the minutes and notes. If any of those who attended the business meeting finds an item that need to be corrected or added, please contact me at [ajcu-citm@luc.edu](mailto:ajcu-citm@luc.edu)

A reminder: Jason has issued a call to the AJCU CIO's for nominations of mentees/mentors for the AJCU-CITM Mentoring Project for 2009-2010. He has asked for the submission of nomination forms by June 30th. For more information go to the AJCU-CITM Mentoring Project web site at <http://ajcu-citm.pbworks.com/AJCU-CITM+Mentoring+Program>

These minutes and notes will be posted on AJCU-CITM web site (<http://www.ajcu-citm.org>) in the meantime.

Thank you,

Jack Corliss  
AJCU-CITM Secretary  
[ajcu-citm@luc.edu](mailto:ajcu-citm@luc.edu)



[AJCU-CITM-...pdf \(70.5 KB\)](#)

**AJCU CITM Shared Services  
Policy and Procedures**

**Shared Services Committee**

The AJCU CITM shall establish a standing Shared Services Committee, comprised of eight members including the chair. The charge of the committee shall be to:

1. Identify potential services for sharing to be included in the annual benchmarking survey.
2. Evaluate survey feedback and propose services for potential sharing by interested institutions at the annual business meeting.
3. Develop and maintain resources in support of shared services efforts.

All AJCU member institutions may submit potential services to the Shared Services committee for consideration as shared services.

**Signature Authority**

Following review and approval by the AJCU CITM Shared Services Committee, the President of the AJCU CITM shall be authorized to enter into agreements on behalf of the CITM or subsets of its membership, with the following limitations:

1. Agreements shall not bind any institution to participation, unless that institution has specifically agreed in writing to participation in the agreement with full knowledge of pricing and terms.
2. Terms and conditions negotiated by individual institutions shall override and supersede terms and conditions negotiated for the AJCU CITM as a whole. If the provider does not agree to negotiate specific terms and conditions with individual institutions, those institutions may choose not to participate in the agreement.
3. If centralized billing services are to be provided by the AJCU, agreement terms and conditions must specify that liability for payment resides with the participating institution, not the AJCU organization.

In the event that the provider requires it, the president of the AJCU may serve as signator to technology-related agreements on behalf of the CITM or subsets of its membership. Review and approval by the Shared Services Committee is still required and the above limitations apply.

**Agreement Types**

AJCU CITM Shared Services agreements may be of the following three types:

1. Consortial purchase
2. Consortial renegotiation/further purchase
3. Piggyback agreement

**Consortial Purchase & Consortial Renegotiation/Further Purchase**

Service areas for potential consortial purchase or consortial renegotiation/further purchase shall be identified each year as part of the AJCU CITM benchmarking survey and subsequent business meeting. Institutions interested in participating in the consortium for an identified service area shall opt in to that work group. The work group shall designate a chair and may agree to retain consulting services in support of requirements definition, RFP, and contract negotiation processes. In the event that consulting services are utilized, participating institutions shall contribute to the cost of the services in equal shares, e.g. if five institutions participate, each institution pays 1/5 of the cost.

### **Piggyback Agreement**

As individual institutions negotiate agreements for products and/or services, institutions are encouraged to include a contract addendum providing for other AJCU institutions to opt in to the agreement to obtain the negotiated pricing, terms and conditions, with the provision that institutions may choose to amend specific terms and conditions as negotiated directly with the service provider.

### **Resources**

The Shared Services Committee shall provide

1. A group of identified consulting service providers for assistance with consortial purchases.
2. A set of guidelines for hardware, software and services contract negotiation.
3. A standard contract addendum for use as a negotiation starting point for piggyback agreements.

All standard terms and conditions are understood to serve as the starting point for adaptation to the specific service and negotiations as appropriate.