

**State of Oregon
State Data Center CIO Advisory Board
Charter**

1. Background

The State Data Center (SDC) CIO Advisory Board is an important piece of the overall SDC governance model. The SDC was established as a shared service to fulfill the computing needs of state agencies and their partner jurisdictions. The SDC offers a set of shared computing and networking services designed to fulfill the program requirements defined in the data center consolidation project. SDC governance is comprised of customer agency heads, agency CIOs, technical experts, agency business stakeholders, SDC staff, and DAS management.

2. Purpose

The SDC CIO Advisory Board is chartered to support the SDC Governing Board and its Executive Committee by ensuring quality thinking and well-constructed recommendations are available to members leading to informed, high-quality decision-making. The SDC CIO Advisory Board provides the consistent forum needed to explore and fully consider the range of issues defined in scope that support shared service data center governance.

3. Authority

The SDC CIO Advisory Board is chartered and sponsored by the DAS Director, who chairs the SDC Governing Board, as a key element of the comprehensive SDC governance model.

4. Roles

Roles of the SDC CIO Advisory Board include, but are not limited to:

1. Ensure consistent communication leading to a uniform understanding.
2. Achieve an appropriate balance between pursuit of shared service benefits and agency business requirements.
3. Provide recommendations to the SDC or SDC Executive Committee to link the business objectives of agencies and the objectives of the SDC.
4. Provide advice to the SDC and/or the SDC Executive Committee before decisions must be made.
5. Ensure full discussion of subjects requiring resolution occurs and that recommendations are fully reviewed before moving to the SDC Executive Committee.
6. Provide a forum for the regular exchange of information on SDC strategies, plans, progress, direction and issues.

7. Communicate with stakeholders to ensure success of the SDC shared service concept and to build a culture that promotes the shared service model.

5. Scope

The scope of governance issues for the shared services data center addressed by the SDC CIO Advisory Board includes:

1. Input on decisions to add participants to SDC shared service.
2. Input on decisions to expand the scope of the SDC shared service.
3. Input on changes that affect financial and accounting models.
4. Review and endorse decisions that affect enterprise service delivery (e.g., policies, projects, strategic architecture, service catalog, etc.).
5. Review and endorse SDC strategic plans.
6. Review appeals of decisions that affect shared services
7. Refinement of processes where business IT functions and SDC intersect (e.g., incident handling, change management, project planning, etc.).

6. Principles

Principles guiding the SDC CIO Advisory Board include:

1. The SDC's primary goal is to achieve maximum efficiency while at the same time optimizing service levels.
2. An SDC goal is to provide competitively priced services.
3. The SDC provides a utility service based on defined business need.
4. It is in the best interest of participating agencies to make the SDC a successful operation.
5. Issues with potential impact within the scope of this charter are vetted with relevant stakeholders so consequences are considered.
6. Tradeoffs are necessary to support the greater good.
7. The SDC is a trusted, valued partner that provides an essential and unique perspective.
8. The SDC is the principal provider for shared data center services.
9. An attempt to resolve issues at the agency level is pursued whenever possible.

7. Relationship with Other Advisory Boards

The SDC CIO Advisory Board routinely interacts with several other SDC governance bodies. Routine interactions include:

- SDC Executive Committee: The SDC CIO Advisory Board ensures concepts are vetted before SDC Executive Committee consideration. Likewise, the CIO Advisory Board is available to the SDC Executive Committee to undertake assigned activities.

- SDC: The SDC CIO Advisory Board works with the SDC as identified within the scope of this Charter.
- SDC Technical Committee: The SDC CIO Advisory Board receives the work products of the SDC Technical Committee to endorse in accordance with the principles of this Charter before the work products go to either the SDC or the SDC Executive Committee. The SDC Technical Committee operates under the guidance of the SDC CIO Advisory Board.
- SDC Finance Sub-Committee: The SDC Finance Sub-Committee is convened by and reports to the SDC Executive Committee. The SDC CIO Advisory Board assists the SDC Finance Sub-committee upon request of the SDC Finance Sub-Committee. The SDC CIO Advisory Board can make requests and provide information to the SDC Finance Sub-Committee
- SDC Policy Sub-Committee: The SDC CIO Advisory Board assists the SDC Policy Sub-Committee by providing the insight needed to accurately estimate potential impact of options prior to final consideration and selection of recommendations. The SDC CIO Advisory Board conducts analysis requested by the SDC Policy Sub-Committee regarding the financial impact of technical decisions.
- Other SDC Sub-Committees: The SDC CIO Advisory Board is expected to work and coordinate with other SDC sub-committees as necessary to support high-quality recommendations to the SDC Executive Committee.
- SDC 3rd Party Quality Assurance, Internal Audit and Secretary of State Audit: The SDC CIO Advisory Board receives reports and provides recommendations to the SDC and the SDC Executive Committee.
- CIO Council: Many members of the SDC CIO Advisory Board are also members of the CIO Council, a group with interest in the success of the SDC and the ability to provide a broader, enterprise-wide perspective. The SDC CIO Advisory Board is expected to provide a two-way communications link to the CIO Council.

8. Responsibilities of Members

Members of the SDC CIO Advisory Board are responsible to:

1. Attend meetings or send a representative that is empowered to exercise the authority of the member.
2. Provide resources and efforts to develop recommendations within the Scope of this Charter.
3. Fairly and objectively exercise best judgment in the application of the Principles of this Charter
4. Communicate the business interest of their agency to the SDC and SDC CIO Advisory Board.

5. Communicate the reasoning and rationale for recommendations of the SDC CIO Advisory Board and SDC Executive Committee within their agency and to their agency management.

9. Membership

SDC CIO Advisory Board membership is comprised of:

1. The Chief Information Officers of member agencies including: Department of Agriculture, Department of Administrative Services, Department of Consumer and Business Services, Department of Corrections, Employment Department, Department of Forestry, Housing and Community Services Department, Department of Human Services, State Lottery, Department of Justice, Judicial Department, Parks and Recreation Department, Oregon State Police, Public Employees Retirement System, Department of Revenue, Department of Transportation, Department of Veteran's Affairs and Youth Authority.
2. Lane County Regional Information System.
3. The CIO of a county that is a customer of the SDC designated for membership by the Chairperson of the Oregon Association of Government Information Technology Management (OAGITM).
4. State Chief Information Officer.
5. State Chief Information Security Officer.
6. SDC Administrator.

10. Chairperson

The Chairperson of the SDC CIO Advisory Board is the SDC Administrator.

11. Recommendations

The SDC CIO Advisory Board shall make recommendations or endorse recommendations to the SDC, the SDC Executive Committee or both. A recommendation or endorsement of a recommendation may only be made when a quorum of two-thirds of the members are present. A recommendation or endorsement of a recommendation shall be based on a consensus of the members when a quorum is present. If consensus cannot be achieved a recommendation or endorsement of a recommendation shall also contain a minority report written by one or more SDC CIO Advisory Board members appointed by the Chairperson.

12. Meetings

Unless otherwise determined by the SDC CIO Advisory Board, it will meet monthly at least two weeks in advance of the meeting of the Executive Committee. Meetings may also be called by the Chairperson or a majority of the members.

13. Meeting support

The Chairperson will prepare and distribute a meeting agenda at least two working days in advance of every meeting. The Chairperson will cause minutes to be taken at each meeting. Minutes of the previous meeting will be reviewed and approved by the members of the SDC CIO Advisory Board at the beginning of each meeting.

14. Changes to the Charter

Changes may be made to the Charter based on a recommendation of the SDC CIO Advisory Board and with the approval of the SDC Executive Committee. The SDC CIO Advisory Board shall review and if warranted update this Charter at least biennially.