

# HSC IT-AV Team

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## GENERAL

The HSC Management Group has established a series of teams to oversee various portions of the Health Science Center building operations. The HSC is a cooperative venture and it is expected that arrangements will be worked out between member organizations to most effectively and efficiently deliver the services for the good of the whole.

The Team Chair, or a designee, will report on the status of activities to the HSC Management Group on a routine basis. The Team Chair is encouraged to attend the HSC Management Group meeting, as a non-voting member, when there are applicable items to bring forth to the HSC Management Group for discussion and/or decisions on Team recommendations.

## CHARGE

Oversee any IT/AV contractual agreements to ensure contract expectations are being met. Identify any concerns and recommend solutions.

Where there are contractors hired to actually perform the functions, the oversight “team” would review the performance of those operations, communicate concerns, wants and needs for the building to function at a level necessary to meet the needs of the organizations it serves.

To deal with issues relevant to the “oversight” areas deemed to be the responsibility of the team. Oversee any contractors hired to deliver services in the areas of oversight responsibility. Make routine decisions relative to the wants, needs and service requirements of the building occupants and the institutions they represent. Prepare proposals and recommendations to the HSC Management Group for policy issues that need to be accommodated. Address issues brought to the IT/AV Team by the contractor assigned to deliver the services. Oversee/recommend hardware and software acquisition within the facility. Prepare and recommend budgets associated with responsibility area in the facility.

## MEMBERSHIP

It is the intent that the IT-AV Team members consist of

1. Representatives of the member organizations occupying space in the building and are individuals that typically oversee these functions in their respective organizations
2. At least one user from each organization
3. Individual(s) representing specific IT/AV contracts

## OPERATIONAL

- The team will elect its own chair and rotate on an annual basis
- The team will meet monthly as necessary
- The team will record its own minutes and forward a copy to the HSC liaison
- The team will report, upon notice, to the HSC Management Group
- The team will invite attendance from other individuals and staff as needed to provide expertise and information

Approved: IT/AV Team - October 3, 2006  
HSC Management Group - October 18, 2006  
HSC Management Group – July 14, 2010