

Chairperson's Notes of the Administrative Systems IT Advisory Committee

Office of Admissions
302 Criser Hall

Wednesday, February 16, 2011
3:00pm – 4:00 pm

In Attendance:

Committee Members- Zina Evans (Chair), Jim Ferrer (CFO), Ken Gerhardt (Graduate School), Dave Gruber (Enterprise Systems), Stuart Hoskins (Finance and Accounting), Dorothy Haskew (CALs/IFAS), Jeanna Mastrodicasa (Student Affairs), Bob Miller (Business Affairs), Kim Pace (Academic Affairs), M. Peter Pevonka (Research and Grants)

Meeting called to order at 3:02pm

Information Items:

1. Dr. Evans called the meeting to order. She explained the goal for the meeting was to assemble a critical issues list based on user feedback. Each committee member shared 3 to 5 priority items gathered from the users in their functional areas.
2. Dave Gruber acted as scribe to capture the essence of the priorities and to cluster those that address similar issues.
3. Dr. Evans explained that once all the information is gathered they would determine what can be done in the short term vs. the long term. She also explained that this is a living document, understanding that needs may overlap with other committee's priorities and/or change over time. The critical issues list should be seen as a guide for administrative IT issues.

Action Items:

1. Each committee member should e-mail their critical issues list and the reasons for the need to Zina.
2. Dave and his team will review the list developed in the meeting and the individual lists to identify those items that connect with work already being or planned to be done. His team will also work on further clustering items with similar issues.
3. Zina will e-mail the committee an updated list to review and edit before submitting the information to the CIO.
4. Critical Issues List is due to the CIO by the end of the month.

Meeting adjourned 4:08pm

THE NEXT MEETING WILL BE ON FRIDAY, MARCH 4TH @ 3:00 PM IN 302 CRISER HALL