

Chairperson's Notes of the Administrative Systems IT Advisory Committee

Office of Admissions
302 Criser Hall

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

In Attendance:

Committee Members- Zina Evans (Chair), Jim Ferrer (CFO), Ken Gerhardt (Graduate School), Stuart Hoskins (Finance and Accounting), Dorothy Haskew (CALs/IFAS), Jeanna Mastrodicasa (Student Affairs), Bob Miller (Business Affairs), Kim Pace (Academic Affairs), Greg Dubois (Enterprise Systems)

Absent Members: Joe Joyce (CALs/IFAS) and M. Peter Pevonka (Research and Grants)

Guest: Dawn Reidy

Meeting called to order at 3:05pm

Information Items:

1. Dr. Evans called the meeting to order. She explained the goals of the meeting 1) reactions and revisions to the draft strategic plan 2) establishing general timelines for table 1 of the report and 3) discussion about moving the meeting to once a month.
2. The committee felt that there was a critical piece of the strategic plan missing if it did not list "maintenance" as one of the strategic actions.
3. There was discussion regarding the need for more specifics tied to strategic action items from appendix #1; Kim volunteered to summarize and pull together those items in a document for the group to review.
4. Dr. Evans emphasized the need to think more along the lines of a strategic plan vs. project plan with a focus on conceptually on what needs to be achieved.

Action Items:

1. Each committee member should e-mail to Dr. Evans their input regarding the timelines for those projects that can be completed in the next 18 months, 2 years and/or 5 years no later than Monday, March 21st.
2. Kim to align Chart 1 with the items in Appendix 1 and send to Dr. Evans.
3. Updates to draft report will be submitted to CIO no later than Tuesday, March 22nd.

Meeting adjourned 4:08pm

THE NEXT MEETING WILL BE ON WEDNESDAY, APRIL 20TH @ 3:00 PM IN 302 CRISER HALL