

Chairperson's Notes of the Administrative Systems IT Advisory Committee

Office of Admissions
302 Criser Hall

Wednesday, January 19, 2011
3:00pm – 4:00 pm

In Attendance:

Committee Members- Zina Evans (Chair), Jodi Gentry (Human Resources), Ken Gerhardt (Graduate School), Dave Gruber (Enterprise Systems), Stuart Hoskins (Finance and Accounting), Joe Joyce (CALIS/IFAS), David Kratzer (Student Affairs), Kim Pace (Academic Affairs), M. Peter Pevonka (Research and Grants)

Guests- Greg Dubois (Enterprise Systems), Fedro Zazueta Ranahan (CIO Office)

Meeting called to order at 3:02pm

Information Items:

1. Dr. Evans welcomed the committee members and explained that there will be a student and faculty member joining the group. She explained that "Chair Notes" will be sent out following each meeting for the committee to review.
2. Dr. Evans also explained goals for the meeting: 1. Coming to a consensus regarding the actionable items . 2. Opportunity to figure out the bigger issues and how to approach the priority list.
3. Clarified the need for a Vice-Chair and not Co-Chair, who would run the meeting in the absence of the chair if anyone is interested please let her know.
4. Extensive discussion regarding the strategic items that were presented from last month's meeting. It was agreed that the committee members should consult with frontline users to get better ideas of the issues and concerns.

Action Items:

1. Fedro will establish a secure website where the committee can share information and documents.
2. Survey your different areas regarding their needs, wishes, and concerns. Bring back priorities concentrating on the "WHAT?" (What is needed in different areas?; What are the priorities?; What is needed to make this function more efficiently?)
3. Meeting cancelled on February 4th to give each person time to survey their different areas and bring back results to the committee.

Meeting adjourned 4:08pm

THE NEXT MEETING WILL BE ON WEDNESDAY, FEBRUARY 16, 2011 @ 3:00 PM IN 302 CRISER HALL