

Chairperson's Notes of the Administrative Systems IT Advisory Committee

Wednesday, January 18, 2012

3:00pm

In Attendance:

Committee Members-Zina L. Evans (Chair), Jim Ferrer (CFO), Ken Gerhardt (Graduate School), Stuart Hoskins (Finance and Accounting), Kimberly Browne (IFAS), Bob Miller (Business Affairs), Kim Pace (Academic Affairs), Peter Pevonka (Research and Grants)

Ex-Official Members-Dave Gruber (Enterprise Systems), Greg Dubois (Enterprise Systems)

Members absent:

Jodi Gentry (HR), Jeanna Mastrodicassa (Student Affairs), and Alan Cooke (Warrington Business School)

Guests:

Lee Cathledge (Relationship Manager, Enterprise Systems), Bradley Spatz (Data Services Manager, Enterprise Systems), Cheryl Bell (Associate Controller, Treasury Manager)

Meeting called to order at 3:00pm

Information Items:

- Welcome and Introductions
- Discussion of Agenda Items:
 1. Proposal – Research Participant Program (handout)
 2. Modernization of Student Systems (handout)

Research Participant Program

Discussion of the Research Participant Program handout and the Process:

1. Uniformed procedure for payment to research participant
2. Streamline process-prepaid cards, cash or checks; let Treasury Management manage the process; contract with Citibank; two different databases keep separate the finance and accounting from the clients involved in the study. Cheryl Bell, Associate Controller Treasury Management described in detail how the process and record keeping information would be confidential while processing payments to clients. A Program manager would be hired to oversee this process.

Modernization of Student System:

Discussion regarding the handout broken down in the following stages:

1. Defining the Stages
2. Timeline and Key Areas of Focus
3. Components of Modern Student Services System
4. Focus on Vision

Discussed the need to better understand how projects are prioritized. This information will help the committee to make recommendation that will not hinder or slow down other projects.

Actions Items:

- Dave will provide the committee with information on what process Enterprise Systems is using to prioritize projects.
- Committee approved presenting the Research Participant Program to the IT Policy Council for approval.
- Review Modernization document and get feedback to Dr. Evans by February 1, 2012 (Questions, ideas, etc.)
- Committee rolling off the next academic calendar, starting this summer 2012

Meeting adjourned at 4:07pm

Next Meeting February 15, 2012 at 3:00pm-216H Criser Hall