

Chairperson's Notes: Administrative Systems IT Advisory Committee

Office of Admissions
302 Criser Hall

Friday, January 7, 2011
3:00pm – 4:00 pm

In Attendance:

Committee Members- Zina Evans (Associate Provost), Jim Ferrer (CFO), Jodi Gentry (Human Resources), Ken Gerhardt (Graduate School), Dave Gruber (Enterprise Systems), Stuart Hoskins (Finance and Accounting), Joe Joyce (CALs/IFAS), David Kratzer (Student Affairs), Bob Miller (Business 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 3:10pm

Information Items:

1. Dr. Evans welcomed the committee members and thanked them for accepting the invitation to serve on the committee. She explained that the committee is one of six Topical Committees in the IT Governance Advisory Structure. This committee is to be action-oriented and make recommendations on IT policies, standards, and priorities in support of UF mission and business goals.
2. Dr. Evans introduced, Dave Gruber, Senior Director Enterprise Systems, as the liaison for the committee. She also introduced Fedro Zazueta Ranahan, from the CIO Office to present more information and details about the plans, tasks, and expectations for the committee.
3. Per Fedro, The new IT Governance Structure is a centralized approach the University is using to leverage what we have for the entire University. He pointed out bullets on page 2 of the document to explain the charge to the committee. The primary reason this structure is being formed is the disconnect between information pertinent to multiple areas and data sources are not engaged with each other. Any issues that can be resolved at the committee level will be done, or if collaboration with another topical committee can help resolve the issues then it will be passed on to that topical committee as well. He also emphasized the fact that recommendations coming from the committee will be taken seriously because the CIO answers directly to the President.
4. Per Fedro, he explained that Dave Gruber and his team will bring issues to the committee and provide updates on what is happening in the IT area.
5. Per Fedro, a strategic plan for Information Technologies has not been in place since 2002; CIO, Elias Eldayrie, has set a goal of developing an 18 month strategic plan. This Strategic Plan involves identifying short term issues; "What is the pulse of the campus?." Focus groups with faculty, staff, and students have taken place to get feedback.
6. Per Fedro, following the focus groups they have consolidated a list of strategic items, areas, and sources in a spreadsheet (which was passed out) and pulled together a report on the major actionable areas for UFIT. The committee may use this information in setting priorities, polices, and standards.

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Information Items:

7. Dave Gruber's Question: What if the committee decides to start on another plan that does not get resolved in 18 months? Fedro's Answer: Everything does not have to be completed in the 18 months. The committee makes the recommendations and identifies resources needed to resolve the issue.
8. Per Fedro, the CIO would like recommendations in the next six weeks on the priorities for critical issues to address over the next 18 months.
9. Per Dave, as the liaison, he is here to support the committee and keep the group informed about what is going on with campus IT administrative system. 1. Operational and 2. Financial; Committee is two year commitment.
10. Per Joe Joyce, there was some discussion regarding Item #3 on the spreadsheet from Fedro. Joe stated that part of the need regarding the reduction of "shadow systems" is cultural; He has seen over the years that people have a distrust of any new systems and therefore keep their own records or spreadsheet instead of using the system to be more efficient; examples were given regarding a researcher keeping an excel spreadsheet rather than using the spreadsheet on the system.
11. Per Jodi Gentry, this would be something that HR can start to address in training or having a functional target system; discussion regarding the need to provide information and training about using the systems to its advantage.
12. More discussions regarding "Peripheral Systems" (Niche need-Secondary Systems) and "Shadow Systems" (Systems that exist behind the system); "What are the needs?", "Where can we start as a committee?"

Action Items:

1. Fedro will establish a secure website where the committee can share information and documents.
2. Establishing Meeting Dates; Bi-Weekly to begin and then become less frequent as time goes along.
3. Review hand-out and e-mail Zina within two weeks ideas for "expected outcomes" for priority projects.
4. Someone think about being Co-Chair of this committee and let Zina know if interested.

Meeting adjourned 4:10pm

**THE NEXT MEETING WILL BE ON WEDNESDAY, JANUARY 19, 2011 @ 3:00 PM IN 302
CRISER HALL**