<div align="center">**Chairperson's Notes of the Administrative Systems IT Advisory Committee**</div>

Office of Financial Affairs   Wednesday, May 18, 2011
P110B Peabody Hall   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),Kimberly Brown(CALS/IFAS), Jeanna Mastrodicasa (Student Affairs), Bob Miller (Business Affairs), Kim Pace (Academic Affairs), Greg Dubois (Enterprise Systems)

Absent members: Jodi Gentry (HR), Peter Pevonka (Research & Grants)

Meeting called to order at 3:02pm

Information Items:

1. Dr. Evans called the meeting to order at 3:02pm. She thanked everyone for attending and went over the agenda for the meeting.
2. Dave Gruber presented the format of how information would be presented to the IT Policy Council highlighting the items discussed at the previous meeting. He provided a one page summary handout that outlined the purpose, impact, scope, costs and risks associated with the student data warehouse and upgrading the Human Resources System projects. There was discussion regarding the format and suggestions of how to make it more "user" friendly or a little more in laymen's terms.
3. Dr. Evans led the discussion regarding the modernization of the student services system that would require feedback from others than those on the committee. To reach this goal the committee will be split into two subgroups. These groups will reach out to key stake holders for their input to determine
   - What do we hope to gain from the students' perspective?
   - What do we hope to gain from a business perspective?
4. The subgroups established are outlined below:
   Student Experience-Bob Miller, Jeanna Mastrodicasa, Kimberly Brown, Kim Pace, Jodi Gentry with Dave Gruber as IT support
   Business Experience-Jim Ferrer, Ken Gerhardt, Stuart Hoskins, Peter Pevonka with Greg Dubois as IT support

Action Items:

1. Review the HR handout and give comments and/or suggestions no later than end of the day on Thursday, May 19th.
2. Review the student data warehouse handout and give feedback no later than Monday, May 23rd.
3. Provide comments on the general format of the summary document with the mindset that this will be a public document posted on the website that needs to be in laymen terms. The subcommittees will meet over the summer to begin outlining the needs and best practices for the student services and its impact on the University. By early Fall the subcommittees will begin meeting with the campus community to get feed back on their initial finding.

   Meeting adjourned 4:02pm

<div align="center">**THE NEXT MEETING WILL BE ON WEDNESDAY, JUNE 15TH @ 3:00 PM IN 302 CRISER HALL**</div>