

## Chairperson's Notes of the Administrative Systems IT Advisory Committee

Office of Admissions  
302 Criser Hall

Wednesday, July 20, 2011  
3:00pm – 4:00 pm

### **In Attendance:**

Committee Members-Dave Gruber (Enterprise Systems), Greg Dubois (Enterprise Systems), Jeanna Mastrodicasa (Student Affairs), Jim Ferrer (CFO), Jodi Gentry (HR), Ken Gerhardt (Graduate School), Kim Pace (Academic Affairs), Kimberly Brown (CALIS/IFAS), M. Peter Pevonka (Research & Grants), Stuart Hoskins (Finance and Accounting)

**Absent members:** Zina Evans (Chair), Bob Miller (Business Affairs)

**Guest:** Dr. Alan Cooke (Faculty Member/College of Business)

Meeting called to order at 3:05pm

### **Information Items:**

1. Dave Gruber chaired the meeting in Dr. Evans' absence and introduced Faculty Member, Alan Cooke, who may be joining the committee. Dr. Cooke spoke to the group about his background and hopefully gain insight into the direction and time involved in participating on this committee.
2. Dave went over the agenda and explained that the focus would be on the following:
  - Hearing from the two subgroups on their meetings and what the users would like to see accomplished.
  - Greg Dubois would give the presentation of the two Project proposals that are currently underway and an update on their status.
  - Prioritizing and Ranking Projects that are expected to be deployed in the next 18 months.
3. Jeanna reported from the Student/Faculty user group and they mainly found that the users basically want ways to take the current system and update it to make it more functional and efficient. Some of their suggestions were receiving text messages for cancelled classes, ability to do tasks from their home or phone, etc.
4. Stuart reported from the Administrative group on how they met with Dr. Conlon, as suggested from the previous meeting. They discussed with him some of the road blocks he encountered in working on updating the system. Dr. Conlon explained that an updated system would be more complex than 3 to 4 modules or service providers.

### **Action Items:**

1. Review the Project Priority Ranking List and decide the ranking for each item from 1-9.
2. Dave will schedule a conference call meeting next week to determine the consensus of the rankings from this group. He explained that all 6 UF IT Focus Areas will rank the list and the resulting recommended projects and priorities would be provided to the CIO for action.

Meeting adjourned 4:05pm

**THE NEXT MEETING WILL BE ON WEDNESDAY, AUGUST 17TH @ 3:00 PM IN 302 CRISER HALL**