

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

Office of Enrollment Management  
216H Criser Hall

Wednesday, Nov. 16, 2011  
2:30pm – 3:30 pm

### **In Attendance:**

Committee Members-Jim Ferrer (CFO), Ken Gerhardt (Graduate School), Kimberly Brown(CALS/IFAS), Jeanna Mastrodicasa (Student Affairs), Bob Miller (Business Affairs), Kim Pace (Academic Affairs), Peter Pevonka (Research & Grants), Alan Cooke (Professor-Warrington Business School), Ex- Official Members - Dave Gruber (Enterprise Systems), Greg Dubois (Enterprise Systems)

### **Members Absent:**

Zina Evans (Chair), Jodi Gentry (HR), Stuart Hoskins (Finance & Accounting),

Meeting called to order at 2:35pm

### **Information Items:**

Dave Gruber, presided over the meeting in the absence of the Chair, Dr. Evans. He explained there was one agenda item to discuss at today's meeting, the Principal Investigators Reporting Project Proposal. Dave let the committee know that the Energy Management proposal presented from this group was approved. There were some discussions regarding that approval and how prioritization for the work on this project will be done on an as available basis. Anna Prizzia, is the Project leader on the Energy Management Project and partnering with the Physical Plant Facility.

Next, Jim Ferrer, presented the PI Reporting Project Charter -grants for sponsored project proposal. He stated recent audits regarding cross transfers and the need to improve some of the reporting tools were the basis for this proposal. There was a suggestion of a web base system where UF can enhance reporting for PI. Jim presented the Business needs Impact, Project Goals, Project sponsors, and Business Organizations that would be impacted.

There was discussion regarding this projects' timeline and projected costs. Several enhancements with this project were:

- Looking to add tools on projects that have already been approved, such as myUFL and HR Upgrade
- This project's vision is for grants and more departmental access

Dave explained we don't have the tools at this point to be able to set the priority on any projects because there is not enough information and felt maybe over the next year the IT Policy Council would determine where they are going with these projects. He stated that part of the strategic plan for projects brought to the table should align with the overall UF Strategic Plan. It was stated that we are to look over projects presented and not to determine the priority of them because that is done at the next level. Everyone agreed this PI Reporting Project Charter should be presented to the IT Policy Council.

Meeting Adjourned@ 3:20PM