



**UCS Administrative Steering Committee  
Meeting Summary: October 17, 2007**

**Members Present:** Charlie Schifino, Chair

Irene Azzinaro, Sharon Bell, Ron Bernier, Cindy Bonn, Jim Cacciola, Anne Marie Coleman, Maria DiSano, Betty Gil, Dean Libutti, Sue Manning, Mike Motta, Gil Oden, Mary Lou Sevigny, Paul Witham, Chip Yensan

**Members Absent:**

Harry Amaral, Linda Barrett, Harold Bibb, Karen Markin, Judith Swift, Veronica Walsh

Those present conducted the following business:

**1. Introduction of members**

**2. Charge of the committee**

As set forth by the Information Technology Executive Steering Committee, the committee is prepared to set project priorities based on the following criteria:

- critical systems that are in jeopardy of failing,
- systems that are found to have significant security risks,
- projects that would save the University money or add productivity,
- projects that advance the University strategic plan, and
- projects that have broad campus impact.

**3. Meeting frequency and scheduling**

The committee agreed to meet the third Wednesday of the month at 1 pm in the Library Conference Room A unless otherwise notified.

**4. Review of projects in relation to IT Executive Steering Committee priorities**

- *PeopleSoft:*  
Successfully and smoothly upgraded to 8.9; all systems running well.
- *IBM Mainframe:*  
It was determined that at 18 years of age, the mainframe is ready for college. A lively discussion ensued regarding ownership of it's application process and education expenses.
- *E-procurement and Workflow:*  
The priority for this initiative needs to be incorporated into those set forth by the IT Executive Steering Committee.
- *Image Processing:*  
Cindy Bonn reported that the imaging of hardcopy documents is well underway in Undergraduate Admissions and is proving to greatly streamline student application and records processes. Other departments represented at the meeting expressed interest in adopting image processing. They will be working with UCS to establish themselves in the priority structure.
- *Review of Outstanding Projects:*  
The list consists of major projects meeting the following criteria:
  - project is not ongoing and does not require ongoing support
  - project requires four or more weeks of labor

It was decided that the list categories will be annotated more clearly and filled in more extensively to identify areas impacted by the projects. The revised list will be available at the next meeting.