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Minutes, Arts & Sciences Finance and Service Committee Meeting, Tuesday, March 17, 2009

Arts & Sciences Finance and Service Committee

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Finance and Service Committee
School of Arts and Sciences
Minutes for March 17,2009
amended

Committee members present: Laura Coar, Mike Gunter, Joey Betts, Brynne Piotrowski, Lisa Tillman, Eric Schultz, Barry Allen, Larry VanSickle, Jane Wurzelbacher

Guests: Katie Sanchez

House Keeping Business

I. April Minutes Approved

New Business

I. Master Plan Presentation from Katie Sanchez.

- a. Information Technology Environmental Scan
 - i. Background: Jeff Eisenbarth brought in Dr. Fritz Hibbler to evaluate the IT department.
 - I. Recommendation to move from a culture of IT saying “where do we go” to “tell us where you want to be and we will get you there”
 - b. Focal Points are the non functionality of Email Platform and Reports (Banner)
 - i. PBX (phone system) also a key area
 - I. Unified Communications Committee (UC) formed
 - a. UC met with Vendors for education
 - b. Now considering what Rollins needs and the company we will go with
 - c. Phone install will take place this summer
- c. IT Staff
 - i. Comparison run years ago show the Rollins IT staff is average for school size.
 - I. About 35 full-time
 - a. Help desk staffing: 2-4 full-time and some students.
 - ii. Staff is maxed out with no time for one-on-ones or planning
 - iii. FSC, “sounds like we need more IT staff”
 - I. IT should have sit down for regular discussion in the future when wanting to collect satisfaction information from the college. Can collect Emotions and Frustrations from conversations. No surveys
 - iv. Research to be done by Sanchez: Do other Institutions have different help line for students and staff? What is the ratio of IT/students and IT/faculty and staff
- d. CIO will start August 1

- i. Jonathan Miller heading the search committee
 - I. Committee taking input on what the campus wants for CIO
 - e. FSC disappointed that only upper administration was approached for the Environmental Scan. True college representation was not surveyed.
 - f. Call Katie at anytime with questions
- II. Resolution on Representation to Board of Trustees (BOT)
- a. Update from Feb 19: There is hesitation to have representation on the Board at large. We would be ok on Education, Business, and Finance.
- III. Next meeting on March 24 to complete BOT representation proposal
- a. Goals for next meeting are:
 - i. Decide how to present proposal to the faculty
 - ii. Consider what amendments from the faculty will and will not be accepted
 - iii. Create the faculty representation selection process

The meeting was adjourned at 1:47 pm.

Respectfully submitted,

Jane Wurzelbacher