GUS Executive Committee Meeting

Wednesday, April 19, 2006 @ 9:00am

Present:  Leslie Edgerton, Maureen Evans, Nancy Fraser, Allen Matlick, Juli Pippin, Kathy Scheidemen, and Tim Schmidt

• Allen went over the highlights of the monthly report he sent prior to the meeting. Allen did not include the update about Lou Browdy working with the Office of the President to have the general ledger modified to help with the automatic reconciling process.

• Allen reported that about $2k will be needed to purchase a new server to support Sociology and GISB. The current server was purchased in 1998. He did state that he could hold off the purchase until July (our next funding period) if necessary. Leslie will get approval for us to spend next year’s funds in this funding year.

• Allen has been approved by History. Since we have gotten mixed messages about whether or not we are to get additional departments on Gus, Leslie will talk with Gene Lucas to confirm if we should or should not add more users.

• Juli expressed her concern over Accounting requiring departments to reconcile with their on-line general ledger. In their training session, it was stated that they want a way to ensure that people are reconciling. We were told that GUS will be modified so that GUS users won’t have to reconcile two separate systems. Not everyone had attended the training so they weren’t aware of this and it was thought that this is a larger issue and one best handled through ABOG.

• Nancy presented a proposal for the make-up of next year’s Executive Committee: for the next two years Maureen would be Chair and Tim would be Vice Chair; Juli would be replaced by someone from Electrical and Computer Engineering (Leslie will contact Peggy to see if this would be acceptable to her and who she would be willing to participate); and Allen would report directly to the Chair. Leslie will email the proposal to the Committee for their vote. The new term would be effective July 1, 2006.

• It was discussed that there seems to be a short-term issue in regards to the third person we are thinking of hiring. It seems as though one person should be responsible for documentation as well as desktop support/user training. Whether or not this is a full-time position needs to be explored. The Committee also needs to decide if we need a higher-level third person to do coding. Sociology has hired Maria Ciluaga to get them up and running on GUS. This is a model that we need to explore more thoroughly. A goal was set having our plan in place by July 1st.

Action items:
• Leslie will talk with Gene Lucas and Peggy Hergenroether
• Everyone is to think about who could be hired to write documentation and train users
• Everyone was to think about what the third person would do
• Tim and Leslie will review the budget a) to see how much money will be available for a third person and b) to compare the original budget with actual expenditures

Meeting adjourned at 10:10am and these minutes were recorded by Juli.