In attendance: Giulia Brofferio, Maureen Evans, Nancy Fraser, Robin Jenneve, Allen Matlick, Kathy Scheidemen, and Tim Schmidt.

Prior to the meeting Maureen distributed the following agenda:

#1 Update on -
Training: Assisted Reconciliation (2/22), Computer Science (1/10). What’s next?
Electronic Reports status, ICESS & Crustal Studies Implementations
Documentation Project
Bio inquiry

#2 Purchasing Module -
Status
Discussion on next steps

#3 Hosting of small departments

#4 On the horizon -
GUS Executive Committee Report
Enhancements to Fiscal Closing and new fiscal year set up

Allen circulated the GUS Development Activity report for the period 11/14/06 – 1/30/07 prior to the meeting.

The minutes from the previous meeting were adopted.

A brief discussion about the Development Activity report took place.

**Agenda topic #1** – Maureen reported that the Computer Science Department received additional training in the use of GUS from Allen and Mark. A future training class on assisted reconciliation is scheduled for February 22 which will be open to all users of GUS. The question was asked whether any other training courses should be offered in the near future. No consensus was reached and the status of future training sessions was left for future discussion.

The Biology Department has approached a member of the GUS executive committee with an inquiry about using the software. They were directed to look at the GUS website to find out more. There was a brief discussion that it might be useful to present an introductory overview of GUS for departments like Biology and potentially discuss rolling out GUS to additional units in the upcoming annual report to the EVC. However, no decisions were made.
According to Maureen, the GUS documentation project is proceeding slowly but a draft of the documentation for the budget module should be available shortly. It was announced that Mark will be responsible for the documentation of the personnel module due to his familiarity with that aspect of GUS.

Electronic Reports: Kathy described how ICESS is placing project reports on a web server and notifying PI’s via e-mail to access their information there. The process is still in the testing phase.

Giulia explained that Crustal is consolidating reports into single pdf’s and e-mailing them directly to PI’s. Crustal retains copies of the electronic reports to use for departmental needs rather than printing paper copies.

**Agenda topic #2** - Maureen and Allen reported that a new version of the GUS purchasing module would be ready for preliminary testing within a week. ICESS has volunteered to do the initial testing, to be followed by MRL. Tim expressed his interest in having MSI test the new module and it was agreed that Allen would provide an introductory overview of the module to ICESS and MSI staff involved in the testing.

Tim expressed his dissatisfaction with the lack of full implementation of the bug/feature request tracking and development database as described in the Memorandum of Understanding established for GUS. Allen and Maureen felt that the efforts of Pete, the most recent hire who is currently working on the system, would resolve those concerns and that MSI did receive a manually prepared update on the status of its bug reports on October 10.

However, MSI’s dissatisfaction with the design and use of the existing system, and strong hope that additional efforts would be made to further develop and enhance the system, were noted.

Tim also expressed his concern that the GEC had yet to implement one of its original by-laws that “[i]n consultation with the GUS Lead Programmer, the GEC will establish time lines for all activities to ensure that GUS is effectively managed and priorities clearly communicated to both the user community and campus administration.” As an example, could a time frame be given as to when Mark will be done working on the Personnel module and would be available to work on another aspect of GUS? Or how stable will GUS be if no additional funding to support it is provided beyond the current commitment? Allen assured the committee that he is acutely aware of the funding end date and intends to have GUS at the maximum possible level of functionality as of June 30, 2008.

In response to the question of when Mark would be done with the payroll module Giulia pointed out that her department had required assistance with problems that related to data or liens from old payroll module had delayed Mark. Committee members pointed out that GUS modules would never be “done”; the goal is stability.
**Agenda topic #3** – Allen indicated that some departments require significant levels of assistance with supporting their GUS servers and that it would be easier to host these departments centrally. The committee was supportive of this approach and suggested that hosted departments be given in writing each party’s responsibilities in such an arrangement.

**Agenda topic #4** – There was insufficient time to discuss this portion of the agenda.