



**AGENDA**  
**Executive Steering Committee Meeting**  
**March 5, 2009**  
**3:00 – 5:00 pm**

**Location: Computer Center Rm 320**

<b>Membership and Invited Guests</b>	Michele Norin, Chair	<input checked="" type="checkbox"/>	Charles Ingram, Assistant Vice President For Financial Services	<input checked="" type="checkbox"/>
	Kay Stevens Beasock, Organizational Communications Manager.	<input checked="" type="checkbox"/>	Paul Kohn, Vice Provost, Enrollment Management	<input checked="" type="checkbox"/>
	Priscilla Cantu, Director Of Systems Control		Ronald Marx, Dean, College Of Education	<input checked="" type="checkbox"/>
	Hank Childers, Project Director	<input checked="" type="checkbox"/>	Jacqueline Mok, Vice President And Chief Of Staff, President's Office	<input checked="" type="checkbox"/>
	Andrew Comrie, Associate Vice President, Research	<input checked="" type="checkbox"/>	Liz Taylor, Assistant CIO	<input checked="" type="checkbox"/>
	Karen Filippelli, Assistant Vice President, Finance And Administration, President's Office	<input checked="" type="checkbox"/>	Leslie Tolbert, Vice President For Research, Graduate Studies And Economic Development	
	Jim Florian, Budget Director	<input checked="" type="checkbox"/>	Allison Vaillancourt, Vice President For Human Resources	<input checked="" type="checkbox"/>
	Juan Garcia, Vice President For Instruction/Dean Of University College		Melissa Vito, Vice President For Student Affairs	
			Michael Treiber, Assistant Dean of Finance, College of Medicine	
	Guest: Barry Brummund	<input checked="" type="checkbox"/>		
	Guest: Susan Richards	<input checked="" type="checkbox"/>		

\*\*  Attended

Agenda Topics	Purpose	Person(s)	Discussion/Actions
Status Update	Information	Hank Childers	<ul style="list-style-type: none"> <li>• Hank presented update and status report on Mosaic project. Please find status report at: <a href="http://mosaic.arizona.edu/Status_Reports">http://mosaic.arizona.edu/Status_Reports</a></li> <li>• FS – Even after revising the target date, time is now categorized as yellow (Instead of green) due to non-availability of 3.0 software <ul style="list-style-type: none"> <li>• cost dimension – envision resetting after budget-setting revised baseline</li> <li>• spending \$1.2 mil more this FY</li> </ul> </li> <li>• SA – positive budget variance due to deferred expense <ul style="list-style-type: none"> <li>• project going very well – in build one</li> <li>• distributed actual transcript and bill for real students – (not converted data)</li> <li>• Student Recruiting – used ASU’s CRM budget #s to project our budget, but Hobsons EMT is less expensive <ul style="list-style-type: none"> <li>○ positive budget variance</li> <li>○ go live May</li> </ul> </li> </ul> </li> <li>• HR continues well – budget variance is real savings due to smaller staff</li> <li>• RA – positive budget variance due to deferred expense</li> <li>• Budget modeling - not defined yet <ul style="list-style-type: none"> <li>• numbers treated as deferred expense</li> <li>• Jim Florian suggested using the term Budget System instead</li> </ul> </li> <li>• BI – modest positive budget variance - treated as deferred expense</li> <li>• IT Infrastructure <ul style="list-style-type: none"> <li>• negative budget variance</li> <li>• originally envisioned outsourcing</li> <li>• actual spend increased in Year 1 when we did not outsource hosting and hardware</li> </ul> </li> </ul>

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Budget Update	Discussion and Decision	All	<ul style="list-style-type: none"> <li>• Budget set in Aug 08               <ul style="list-style-type: none"> <li>• We would like to reset budget</li> <li>• 2 fund reports produced                   <ul style="list-style-type: none"> <li>○ Monthly Spending Report                       <ul style="list-style-type: none"> <li>▪ Produced monthly</li> <li>▪ Distributed widely (&amp; on public website)</li> <li>▪ Reports FY numbers</li> </ul> </li> <li>○ 5 Year Report Monthly Spending Report                       <ul style="list-style-type: none"> <li>▪ Produced quarterly</li> <li>▪ Project Administration distribution</li> <li>▪ Used for ‘longer term’ planning</li> <li>▪ Reports entire project numbers</li> <li>▪ Actual Spending, Planned Spending, Budget Baseline, &amp; Variance</li> </ul> </li> </ul> </li> <li>• We need to make 3 changes to our current process                   <ul style="list-style-type: none"> <li>○ Recognize timing changes (SA, RA, Infrastructure)</li> <li>○ Align money with organization and decisions ( Infra, project administration, student recruiting)</li> <li>○ Reorganize genuine savings and deficits (HR, SR, &amp; Infrastructure – FS)                       <ul style="list-style-type: none"> <li>▪ Question– J. Mok wanted to know how the current budget process was implemented.</li> <li>▪ Answer – B. Brummund—HR and SA numbers based on ASU figures and adjusted for longer timeframe, FS numbers built from the ground up</li> <li>▪ We are now ready to develop our year 2 spending budget – opportune time for us organize and manage the budget</li> <li>▪ Current process controls: spending changes made with Hank’s approval, full-time business management, UITS support/review</li> </ul> </li> </ul> </li> </ul> </li> </ul>
Business Intelligence Implementation Plan	Information / Approval	Susan Richards Barry Brummund	<ul style="list-style-type: none"> <li>• Susan Richards presented an overview of the Business Intelligence strategy, team structure, and vision.</li> <li>• Minor changes were suggested to the presentation (remove jargon, provide visual examples, add clarification on organization structure).</li> </ul>

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Moran Report	Information / Discussion	Hank Childers and Michele Norin	Moran Report <ul style="list-style-type: none"> <li>• M. Norin discussed the audit process and the Moran report resulting from the January 27-28               <ul style="list-style-type: none"> <li>• Some items came up regarding use of MS Project Manager.</li> <li>• Understanding was that we would receive draft before it was sent to ATOC in order to allow us to construct a formal response</li> <li>• We did not receive a draft report</li> <li>• Discussion followed on how to address the issues raised in the report and provide information to ATOC</li> <li>• It was decided that a written response would be provided to ATOC at the meeting and that future audits be conducted with greater attention to ensuring the situation is effectively communicated</li> <li>• H. Childers – announced that the project was also reviewed by IO consulting (they have \$1 mil invested in our success). Their review very favorable</li> </ul> </li> </ul>
Campus Concerns		All	None discussed
Questions and Open Discussion	Information	All	