

# **Administrative Systems Integration Team Truman State University**

## **1. PURPOSE**

The Administrative Systems Integration Team serves as the functional advisory team for the development and maintenance of University administrative systems, and reports to the Information and Applications Steering Committee (Steering Committee).

## **2. SPECIFIC CHARGES**

The committee charge is as follows:

- Review concerns that are brought to the committee and make recommendations to resolve these concerns;
- As needed, recommend new policies to the Steering Committee with regard to administrative systems issues;
- Monitor satisfaction with our administrative systems and make recommendations to the Steering Committee to ensure continuous improvement of services is provided.
- Provide input regarding upgrade timeframes and system design issues.

## **3. AUTHORIZING EXECUTIVE BODY**

The Administrative Systems Integration Team reports to the Information and Applications Steering Committee.

## **4. ELIGIBILITY AND SELECTION OF MEMBERSHIP**

### **Membership**

The Chair of the Information and Application Steering Team, in consultation with appropriate others, appoints all members.

- Voting Members – Representation typically includes the following positions or a delegate from that area.
  - (1) Subject matter expert from Institutional Research
  - (1) Subject matter expert from Admissions
  - (1) Subject matter expert from Relationship Management
  - (1) Subject matter expert from Advancement
  - (1) Subject matter expert from Residence Life
  - (5) Business Office:
    1. Subject matter expert from General Finance – GL/Purchasing
    2. Subject matter expert from General Finance – Payroll
    3. Subject matter expert from Cashiering
    4. Subject matter expert from Accounts Receivable/Student Accounts
    5. Subject matter expert from Accounts Payable/Grants
  - (1) Subject matter expert from Human Resources
  - (1) Subject matter expert from Academic Advising/New Student Programs
  - (1) Subject matter expert Financial Aid
  - (1) Representative from the Student Affairs
  - (1) Faculty Member Representative
  - (1) Representative from the Clerical Staff
  - (1) Representative from the Provost's Office

- (1) Subject Matter experts from the Registrar's Office
- Voting Ex-Officio Members -
  - (1) ITS TruView System Administrator
  - (1) ITS Director of Administrative Computing
  - The group is chaired by the Director of Administrative Computing who is responsible for reporting team progress to the Information and Applications Steering Committee.
- Non-Voting Special Liaison Members – as needed, depending on projects and activities

**Term of Membership**

All appointed members shall serve a two-year term. The terms will begin with the academic year. Members can be appointed for an unlimited number of consecutive terms. Special Liaison members shall serve for terms negotiated on a case-by-case basis. Ex-officio members serve as ongoing committee members.

**Filling Vacancies in Unexpired Terms**

Vacancies in appointed terms which arise because of resignation from the Administrative Systems Integration Team, retirement, separation from the University, or change in job classification, rank, or assignment shall be filled by appointment of the area where the vacancy has occurred.

**Subordinate Structures**

The group may establish finite working groups and/or task forces as needed.

**5. OPERATING PROCEDURES AND GUIDELINES**

To the extent possible, the following guidelines are to be observed:

- The Administrative Systems Integration Team shall meet monthly.
- Minutes will be kept at each meeting and will be on file in Information Technology Services.

**6. COMMITTEE DURATION**

This is a standing team reporting to the Information and Application Steering Committee.

(Revised 03/17/2013)