

**MINUTES**  
**Task Force on Reporting Strategies**  
**Old Alumni Building, Room 103**  
**Columbia, MO**  
**May 1, 2003**  
**9:30 a.m. – 3:00 p.m.**

Attendees: Ben Phelps, Linda Koch, Cindy Martin, Bob Mullen, Bonita Lenger, Bonnie Bourne, Donna Johanning, Kandis Smith, Randy Sade, Michael Ray, Barb Breen, Mike Nolan, Pat Schwartz, Nancy Zielke, Art Brooks, Cynthia Clements, David Saphian, Laura Stoll, Debbie Braun, Karen Kirkwood, Larry Westermeyer

**Review of Charge and outline of deliverables**

**Review of Task Force Recommendations**

- Resources: Roles and Responsibilities
- Resources: Organizational Structures
- Resources and Priorities
- Revised Draft

Bob presented a new draft that incorporated the latest suggested changes. The group went through the document, making agreed-upon revisions. David Saphian will draft some narrative to explain the purpose of the Executive Ownership and Operational Point Person roles that are included in the Task Force Recommendations. Bob indicated that he would get a new draft out to Task Force members tomorrow, and would need feedback no later than Sunday, May 4, in order to finalize the document for meetings with the Vice Presidents that are scheduled for next week

**Review of today's accomplishments and next steps**

Good progress was made on finalizing the recommendations. As noted above, another draft hopefully will be sent out tomorrow with feedback due by Sunday. Recommendations will be finalized to share with the Vice Presidents next week.

In planning for the presentation meeting on Thursday, May 8, it was decided that the Task Force would convene at 11:30 to discuss any outstanding issues, and then the Vice Presidents would join us at 1:00. The presentation meeting will open with a 5-10 minute summary of the recommendations report and process, and then open up for questions/discussion. There will be no separate presentations on the various work of the Task Force.

Bob will check with Vice President Caruso to see if he would like another IT representative to attend the presentation meeting.