The meeting took place at 4:00 in the Dean’s Conference Room on the 11th floor of the Henry Kaufman Management Center, 44 west 4th Street.

Task Force members attending were: Thomas Cooley, Marie Gayle, Dall Forsythe, Ellen Axelrod, Gerald Rosenfeld, Chandrika Tandon, Leslie Brown, Randall Say, Joseph Giovannelli, Dennis DiLorenzo, and Michael O’Connor. Attending as staff to the Task Force were Marty Dorph and Samantha Green.

Ms. Axelrod and Ms. Brown provided a handout and presented the idea of “Best Practices Teams”. These would be cross-university teams established to identify current best practices in place and provide replicable operational improvements. The teams would search for work-around solutions that have been created across the university to solve specific problems in localized areas, and find a way to share these solutions with other areas that could benefit.

Mr. Dorph gave an update on the financial systems implementation. Ms. Brown reported problems with training materials and with access and use of the new fame system. Mr. Cooley brought attention to the larger policy issues of communication, training and support as they relate to systems implementations and upgrades. Mr. Dorph discussed the need to create an admin services unit to deal with oversight and management of system upgrades in the future. Ms. Gayle mentioned the importance of an advisory team for system upgrades/replacements, which was not in place during the fame upgrade.

The next topic was budget policy and development, including the aspects of transparency, principles that work to incentivize or penalize certain activities, the need for management to decide what “behavior management” it wants to achieve, how to clarify higher level goals, and the connection between the cost of central administration and the value provided from schools’ perspective.

Mr. Cooley suggested that sub-committees be formed for focused discussion. The following sub-committees were established:

1. **Housing:** Randall Say, Dall Forsythe (Chair), (Staff: Anastasia Crosswhite, Carolyn Sargent, and Susanna Stein)
2. **Budget:** Michael O’Connor, Joe Giovannelli, (Staff: Samantha Green)
3. **Best Practice Teams:** Ellen Axelrod, Leslie Brown
4. **Systems Implementation:** Marie Gayle

*Note: Subsequent to this meeting, the following additional sub-committee assignments were determined:*
- **Nicholas Economides:** Housing
- Gerald Rosenfeld: Budget
- Chandrika Tandon: Budget
- Dennis DiLorenzo: Budget

Mr. Cooley and Mr. Dorph will oversee all committees and should be kept abreast of all happenings and information circulated.

At the next meeting, additional direction will be given to the sub-committees and there will be a break-out session to begin the committees' work.

The next meeting will be September 24th. Mr. Cooley will not attend, however Mr. Dorph take his place in running the meeting.