



Committee Charter

Title: OnePurdue Financial Management Advisory Committee

Effective Date: June 9, 2005

Chair: OnePurdue Process Owner - Finance

Introduction

This committee will provide advice, input, and direction to the Process Owner - Finance and the Team Lead - Finance regarding matters affecting the finance track. This committee reports to the OnePurdue ERP Implementation Steering Committee.

Purpose

The Finance Advisory Committee is a non-voting, advisory committee. Its primary role is to provide input, advice, and information to the Process Owner - Finance to facilitate decision making in matters pertaining to the finance track that the Finance Project Team is unable to resolve. It is expected that approximately 80% of the decisions will be made by the project team with ~15-20% of issues requiring discussion by the Finance Advisory Committee. Issues that cannot be resolved by the committee (expected to be fewer than ~5%) would be referred to the Steering Committee for action and guidance. A secondary, but no less important role, is to provide members with information regarding the OnePurdue project that can be shared with their functional areas.

Objectives

The objectives of this committee are to 1) provide advice and input to the Process Owner - Finance and the Team Lead - Finance on matters pertaining to the finance track, 2) to relay issues and concerns from members' constituents and stakeholders, 3) to provide information regarding the OnePurdue finance implementation for members to share with their constituents and stakeholders, 4) to research issues affecting finance functional areas, and to 5) facilitate the resolution of issues.

Responsibilities

1. Attend all scheduled meetings. If any member is unable to attend a scheduled meeting, an appropriate designee must be sent in their place.
2. Chair and/or participate on working subgroups as appropriate.
3. Represent stakeholders and constituents.
4. Act as a communication conduit to and from constituencies to the Steering Committee and to functional and technical leads.
5. Proactively support and participate in all phases of the OnePurdue project including business process redesign, ERP configuration, and ERP implementation.



6. Expedite and facilitate issues resolution, including the issues that require Steering Committee action.
7. Provide advice and guidance on issues as may be presented by the Process Owner - Finance and the Team Lead - Finance.
8. Endorse customization proposals, as appropriate, to the Steering Committee.
9. Participate in the development of approaches to post-OnePurdue ERP oversight and maintenance.
10. Act as project advocates.

Membership Roles (membership is role, not person-specific)

Position	Role	Name
1. University Comptroller (Process Owner - Finance)	Chair	John Shipley
2. OnePurdue Team Lead - Finance	Team Lead - Finance	Theresa Ashman
3. OnePurdue Technical Lead - Finance	Technical Lead - Finance	Eric Schlene
4. Auditor	Internal Audit Representative	James Wiley
5. Director, Academic Business Managers	Business Management	Lucia Anderson
6. Director, Budget and Fiscal Planning	Budget & Fiscal Planning	Jim David
7. Associate Director, Sponsored Program Administration	Sponsored Programs	Mike Ludwig
8. Director, University Contracting Group and Procurement Operations	Purchasing	Doug Sabel
9. Fiscal Director, Physical Facilities	Physical Facilities	Herman Buchanan
10. Fiscal Director, Housing and Food Services	Housing and Food Services	Dale Daniels
11. Assistant Comptroller - Accounting Services	Accounting Services, Costing, ECCO	Ken Wilson
12. Assistant Comptroller - Disbursements	Accounts Payable, Travel, and Tax	Kendra Merriman
13. Faculty member	Faculty Representative	Harry Morrison, Professor of Chemistry
14. Assistant Comptroller - University Collections	Bursar, Accounts Receivable, Student Loans, and Student Organizations	Marion Bonacorsi
15. Regional Campus Comptroller	Regional Campus Representative	Phil Davich, Assistant Comptroller, IPFW
Non-University Members: a. Finance Team Lead, BearingPoint	Implementation Partner Representative	TBD

Meetings

Initially, this committee will meet biweekly for two hours, with the inaugural meeting the week of July 4, 2005. The committee must be prepared to meet on a weekly and/or ad hoc basis as the project schedule and issues might require.

Terms

Appointment terms are June 1, 2005 – June 30, 2008.

Proposed:

Approved:

John R. Shipley
University Comptroller, Chair

Rabindra N. Mukerjea
Chair, OnePurdue Implementation Steering Committee