ConnectND Campus Advisory Committee
Meeting Minutes
September 27, 2007

Members Present:
Jeff Jacobs, BSC
Mark Lowe, DSU
Joann Kitchens, LRSC
Mary Iverson, MaSU
Jonelle Watson, MiSU
Jim Borkowski, MiSU-Bottineau
Mike Renk-NDSCS
Viet Doan, NDSU
Peggy Lucke, UND
Marcia Pritchert, VCSU
Brenda Wigness, WSC
Julie Schepp, NDUS

HECN Present:
Mick Pytlik
Jennifer Kunz
Janie Adam
Dorette Kerian

I. ND HEUG Update – Jeff Jacobs

Jeff indicated they had just finished a conference call and everything is going well. There are 245 registered for the conference. Mick will do the welcome and Jen will do the update on Oracle, and a rep from Oracle will give the opening session.

II. ConnectND Executive Director's Report – Mick Pytlik

Mick gave an update of the 10 recommendations and where we stand with each.

- All the positions have not been filled but they are continuing to make progress in filling the positions. Currently 6 ½ of the 11 ½ positions have been filled.
- The Oracle data base upgrade to move to 9.0 is well underway.
- UPK has been implemented as part of Campus Solutions and will be available within the month of October internally for ConnectND staff to use as a tool when going to upgrade.
- Demo environment (will take our production database and apply the upgrade in steps) is now at a point to move to the 2nd step to upgrade so it will look like our environment.
- Data Center Hardware was implemented last summer and everything went well this fall and we made it through without a major difficulty. Thanks to the staff for all the hard work they put in to make this successful.
- CRM: the workgroup that was assigned is up and working and looking at demos.
- Disaster Recovery is an ongoing project and by next fall we will have a useable back up site.
- Data Warehouse project planning will not be started until after December. They will need and want to consider how to use it with 9.0.
- Security: within the next couple of months, security will be reviewed again and they will work with vendors to find out what we need to do and how to remain in our budget.

III. Reducing Complexity in Campus Solutions—Mick Pytlik

- CND has identified issues concerning customizations/modifications and complexities with the current system. If possible we need to reduce these complexities. This will allow our limited resources and staff to spend time and money on the most important areas and/or future items that need to be addressed. Any reductions in customizations/modifications will be a huge gain and will ultimately reduce overhead.
- There are 10 Complexity Issues that have been identified. CAC's role will be to identify a work group for each issue who in turn will try to identify which complexities can be reduced. A CAC member will be assigned as a facilitator for the work group of about 6-8 people, as well as a business analyst. Mark and Peggy will coordinate and help facilitate getting the business practices for the 10 issues and getting nominations for each work group to the CAC Issue Facilitator.
- The 10 Complexity issues and CAC members are as follows:
    1. 1098T's: Brenda Wigness
    2. Academic Standing: Mary Iverson
    3. Refunding: Mike Renk
    4. Academic Calendar: Julie Schepp
    5. Grade Point Average: Viet Doan
    6. Satisfactory Academic Progress: Jeff Jacobs
    7. Term Start Date: Julie Schepp
    8. Transcript Issue: Jonelle Watson and Marcia Pritchert
    9. Job Families: Jim Borkowski
    10. Social Security Taxes: Joann Kitchens
- Each campus CAC representative is to compile the Campus Business Practice/Business Need for each of the issues for their campus and forward that information to the respective Issue Facilitator by Friday, October 5, 2007.
- The Work Group needs to determine which modifications need to be carried forward into 9.0 and/or which ones can be eliminated.

IV. Campus Solutions Upgrade – Jennifer Kunz

- Jennifer reviewed the proposed initial upgrade training and testing schedule and needed campus involvement. This testing is functional (module oriented) testing and not cross functional or integrated testing. The focus will be on how everything is working after it has been moved to the 9.0 environment. The testing is necessary in order to verify which customizations and modifications will need to be fixed (they will not be working yet.
- There will be an opportunity to cross test but not in this first round of testing.
- The proposed schedule of testing will be November 14-16 in either GF or Fargo for the Campus Community, Admissions and Recruitment, and Student Records. Student Financial Aid and Student Finance will be testing November 19-21 in Grand Forks.
- It will be critical to have the right people attend this initial training/testing, those who know the processes and can make decisions concerning customizations and/or eliminating them.

A motion was made and seconded to accept the training plan with changes to the plan to

emphasize that the initial testing is not cross-functional and to communicate the high level testing to the functional user groups. (Jacobs/Lowe) Motion carried.

V. Institutional Reports: no reports

VI. Director's Report-Finance – Mick Pytlik

- Status Reports were sent out, no major concerns or questions

VII. Director's Report-Student Admin – Jennifer Kunz reported:

- AppWorks: update was sent out
- Multiple GPA issue: has major impact of changes in 9.0. This will be discussed in Reducing Complexity Issues
- Census dates on agenda: there were issues with the use of AppWorks but it has been resolved for now
- Degree Audit: UND & NDSU are figuring functionality and Suzanne Anderson and Mary Bergstrom don't think there will be concerns with performance issues
- Addresses on portal: Tricia Campbell will be sending out summary

VIII. Director's Report-HRMS – Mick (in absence of Teri Thorsen) reported**:**

IX. Director's Report-Application Systems Development - Janie Adam reported**:**

X. Director's Report-SA Data Center – Dorette Kerian reported**:**

- Considerations were discussed concerning the changes in the new remedy system and how it affects the technical function staff. What should happen to the remedy ticket and/or issue while everyone is at HEUG: a response will be sent saying ticket will be looked at after the staff is back from HEUG conference.

XI. Other

- Peggy reported the Touchnet Advisory Council had a collaborative agreement and recommendations regarding the implementation timeline for MarketPlace Suite (non student type). They are about two weeks away from EBill. Next focus will be configuring the complex payment plan with Touchnet which they hope to have completed by the end of March so it is ready for fall. There are eight campuses using MarketSuite.

XII. Next meeting date – October 25, 2007.

Respectfully submitted,
Mary Iverson
Mayville State University