ConnectND Campus Advisory Committee
Meeting Minutes
April 24, 2008

Attendees:

BSC - Jeff Jacobs
Lake Region - Joanne Kitchens
Mayville - Mary Iverson
Minot State - Robin Wagner
MSUB - Jim Borkowski
NDSCS - Mike Renk
NDSU - Viet Doan
Valley City - Marcia Pritchert
Williston State - Dawn Olson

UND - Peggy Lucke
DSU - Mark Lowe

NDUS
Mick Pytlik
Teri Thorsen
Rich Lehn
Jennifer Kunz
Dorette Kerian

1. **Mick – ConnectND Executive Director's Report**
    a. Delay in CS integrated testing due to unstable environment
        i. Consultants brought in to troubleshoot and assist with
        ii. Good progress made
        iii. Go-live schedule still on track for June
    b. Financials go-live had been delayed, as discussed last month
        i. Shut down of the Financials 8.4 environment is scheduled for May 8-12. Go-live for the 9.0 environment is planned for May 13.
    c. CRM
        i. Vendor contacted, but no further progress has been made
        ii. Hobsons has sales people contacting individual campuses not knowing that a system wide contract is pending

2. **Viet - Complexity Issue (SAP, Academic Standing, and GPA)**
    a. Viet moved to accept policy/procedure as written effective Spring 2009 in order to accommodate extensive business process changes for North Dakota State College of Science
    b. Seconded – Mary
    c. Peggy asked if changes could be effective no later than Spring 2009 so that institutions that are ready can proceed
    d. Second withdrawn
    e. Viet amended the motion to accept and implement no later than Spring 2009
    f. Seconded – Mary
    g. Motion passed
    h. Next step: Mark and Peggy will take it to the Oversight Committee
    i. Committee for Special GPA
        i. Mick will take this back to HECN and discuss this with the team to see if this makes sense to pursue at this time. Mick wants to avoid a lag between requirements complete and time it would take to realistically implement given the upgrade.
        ii. Mary recommended that we begin requirements phase since it will take time and the existing group should move forward with gathering information.
        iii. Mick then agreed that it may be worthwhile to move forward since it will take some time to gather requirements.

3. **Teri and Pooja Gulati - Webex demonstration on UPK (Creating a Grant Sponsor)**
    a. Demonstration of different playback modes of UPK

        i. See It – simulated environment; recorded example that automatically fills in fields
        ii. Try It – simulated environment; similar to See it, but interactive where user fills in fields as prompted
        iii. Know It – like Try it in simulated environment without prompts; tests your ability to perform the selected task
        iv. Do It – live environment; user tries to complete task without instruction, but help is available if user gets stuck
    b. Peggy asked if UPK would be available in all Finance, HRMS, and Campus Solutions. Jennifer responded that, yes it will be for Campus Solutions. Customized UPK scripts will be available for Grants at go-live. Customized UPK scripts will be available for General Financials after go-live. We do not have UPK licensed for HRMS.
    c. Jeff asked for clarification whether or not UPK will be available for end users
        i. Mick said that functional users will be able to use UPK but not customize/create UPK content

4. **Institutional reports**
    a. BSC – Jeff asked if former students will have access to Campus Solutions after the upgrade. Jennifer indicated that all students who have an id would be rolled over with the upgrade, including former students.
    b. LRSC – Joanne asked if users will still be able to see Student Financials data from other institutions. Student Finance group would like to do so, but Pat Seaworth thought that would violate FERPA regulations. Joanne asked for advice on how to proceed.
    c. Mayville – No report
    d. Minot – No report
    e. Bottineau – No report
    f. NDSCS – No report
    g. NDSU – Viet reported that freshman awarding took 70+ hours to complete. He asked if other institutions had similar experiences.
    h. VCSU – No report
    i. WSC – No report
    j. NDUS – No report
    k. UND – Peggy is concerned with the information being gathered for NotiFind and the privacy of that data. Mick said that it comes from the Student Associations desire to have that information kept private. Students will be given opportunity to opt-out. New table(s) will be created to store data which will not be accessible through normal channels.
    l. DSU – No report

5. **Teri – Finance and HRMS Director's Report**
    a. Financials upgrade is almost complete
        i. User acceptance testing is underway and close to being complete
    b. HRMS
        i. Planning for self-service but not making progress due to lack of development resources
        ii. NotiFind issues on the employee side are being discussed regarding how to capture the data for employees

6. **Rich/Jennifer – Campus Solutions Director's Report**
    a. Upgrade
        i. Progress made on 9.0 Stage environment
        ii. Wiki being used to make comments regarding testing
        iii. May 5th test move (4th test move) is on target

iv. Load testing preparations are underway for move to production environment (May 12th)
v. Webinars and documentation being created for end users to help understand the changes in 9.0
vi. End of May is final test move to be complete June 4th or 5th. If major issues arise, July go-live date will be used.
vii. Peggy asked who will put together the webinars and what topics will be covered. Jennifer said that HECN staff will be primarily responsible.

b. Student email in PeopleSoft
   i. Issue with collaborative student email address changing
   ii. Possible solution being looked at by Gar to use Last School Attended from admission application

7. **Janie – Application Systems Development Director's Report**
   a. Difficulty hiring open development positions with salary available. Other options are being considered.

8. **Dorette – SA Data Center Director's Report**
   a. Apologized for not being able to facilitate Integrated Testing
   b. Electrical generator upgrade is on hold so related downtime will not occur this summer as was previously discussed.

9. **CAC Officer Election**
   a. Peggy stated that having 2 co-chairs works well and recommended one co-chair serve another year, to bring some continuity. She agreed to stay on for another year.
      i. Mark nominated Peggy
      ii. Mike Renk seconded
      iii. Motion passed
      iv. Mark nominated Jeff Jacobs for co-chair
      v. Viet Doan seconded
      vi. Motion passed

10. **Mick – Training**
    a. Recent requests for ad hoc training for campus staff
       i. Not sure how to approach due to HECN staff time constraints and limited knowledge of institutional processes
       ii. UPK may be an option, but not the entire solution
       iii. Webinar solution may be an option
       iv. Recorded IVN session available as streaming video is also a possibility
       v. Mick would like to put on agenda for next meeting

11. **Next meeting Thursday, May 23rd**
    a. Marcia, Valley City, will do minutes.

Submitted by:
Viet Doan, NDSU