Executive Oversight Committee
Minutes – Sept. 12, 2007
Approved November 6, 2007

Roll Call:

CND Oversight Voting Members:

Dr. Joe Bessie	VCSU – Academic Affairs Council
Dr. David Fuller (Chair)	MiSU President
Bob Gallagher	UND – VP Finance and Operations
Kate Haugen	NDSU Assoc VP for Student Affairs
Michael Lenhardt	BSC
Joe McCann	WSC President
Laura Glatt (Regrets)	NDUS Vice Chancellor Admin Affairs
Rachelle Hadland (Absent)	NDSU - Rep for ND Student Assoc
Charles Robertson (Absent)	UND – Rep for Academic

CND & State Rep:

Sharon Fangsrud	NDUS CND/CIS Admin Asst
Lisa Feldner	ITD CIO
Dorette Kerian	UND ITSS Director
Jennifer Kunz	CND Asst. Director, Project Management
Rich Lehn	Assist to the NDUS CIO/Project Oversight
Scott Mahar	CND Student Systems Dir
Mick Pytlik	CND Executive Dir
Randall Thursby	NDUS CIO
John Wohl	ITD State Program Manager

Dr Fuller welcomed everyone to the ConnectND Oversight Committee meeting, held over video conference.

Approval of June 28 Minutes: Dr. Joe Bessie moved to approve the minutes as presented. Mike Lenhardt seconded. No further discussion. Motion carried.

Review of the Fall 2007 registration: Mick Pytlik reported the fall registration went fairly smooth this year. It was reported that one system did bog down some and the data center noticed a slow down but everything worked out and the staff continued to monitor the system. Between what the consultants discovered last fall in how the system had been set up, the upgrades to the system during the year, and the users being more aware of how the system worked, everything went much better than last year.

The TouchNet credit card usage had around $10 million go through its system. Bob Gallagher asked if there was a way to break out the report of the usage of Touchnet as to how much went through each day, if it was after hours or over the weekend, etc. Dr. Fuller also asked that if someone used TouchNet and registered at midnight if it would be

automatically applied. Mick responded that essentially a receipt is created in PeopleSoft. There is not an automatic process to show who has or has not paid. This would be a manual process. Scott Mahar added that if someone registered at 10:50 pm, that person would be on the report as the cut off time was 11:00 pm. (As a follow-up to this discussion, at the end of the meeting, the committee was notified that time date stamps are on all of the reports.)

There also seemed to be an issue with third week reporting but that issue was resolved and Charles Fjeld sent a message with the information. Charles' message also included a suggested schedule to consider for running the reports that had the difficulties.

Randall Thursby expressed appreciation for the cooperation of the institutions holding off on processes that would have slowed the system down during this very busy time of the academic year. Dr. Fuller and Bob Gallagher added their appreciation and words of thanks as well.

Proposed Campus Solution Upgrade Project Plan: Jennifer Kunz led the discussion regarding the Proposed Campus Solution Upgrade Project Plan that is a culmination of the decision made in June at the combined Executive Oversight Committee and the CAC Committee in Bismarck. It has been reviewed and approved by the CAC committee.

Under the Project Assumptions and Constraints on page 4 of the document, there is an assumption that was discussed by the CAC members but was not included in the document. At statement that says that new functionality will be added only if it replaces an existing customization. It is also noted that due to the steep learning curves, a schedule will be provided within 30 days but that dates need to be flexible because of the unknowns.

Kate Haugen inquired about the weekly status reports – are they internal reports, who will have access and how will they be distributed. The project status reports will be generated by Jennifer and sent to the CND directors and Randall. Mick gathers them together and shares them with the CAC group on a monthly basis.

Bob asked if there were any concerns about the document when reviewed and approved by the CAC. Mick said there were questions and discussions but did not recall any major controversy and the approval was unanimous.

Dr. Fuller asked for the motion to approve, with the addition mentioned by Jennifer under the assumptions section. Bob moved to approve the campus solution upgrade project plan, with Jennifer and/or Mick notifying the CAC committee about the change to the document. If the CAC group did not concur with the addition, the document needed to be brought back to this group for further discussion. Joe McCann seconded the motion. No further discussion took place. Motion carried.

Review Process for Complexity Issues: Randall presented a proposal to address complexity issues. This proposal has already gone to the Board and if there are changes this group feels are necessary, Randall will inform the Board as such. Following a short discussion, Dr. Fuller called for the motion to approve the process with the addition of sharing with the CAC and asking for their feedback. Bob moved to approve, Kate seconded. No further discussion occurred. Motion carried.

Update on the Status of the Ten Recommendations to Improve CND:

- Of the 11 FTE positions that were approved by the Legislators, 4 to 5 have been filled and the remaining positions are in the process of advertising and/or interviewing applicants.
- The data technical center has been upgraded and you saw the result of that upgrade this fall.
- The Campus Solutions staff have worked hard on putting together the document for the upgrade plan, as was seen during today's discussion. Jennifer's and Scott's leadership has been great.
- The data center disaster is not scheduled until later in the fall.
- The data warehouse is not scheduled to start until January.
- A security consultant has met with staff members regarding the Security risk assessment and an RFP will be forthcoming.
- Customer management demos were held and hopefully a recommendation will be made in October.
- UPK (universal productivity kit) will be used this on the student and financial side.

All in all, everything is on track and is either on or below budget. Availability of people resources continues to be a challenge, but this is an issue that is affecting the entire state, not just ConnectND.

With no further business, meeting adjourned.

The next Oversight Committee meeting is scheduled for November 6, 2007 at 1:00 over IVN.