I. ConnectND Executive Directors Report, *Mick Pytlik*
   - Data warehouse – ConnectND staff are currently loading the production server and testing for completeness is ongoing. Definition of the data element dictionary is ongoing. Mike Hillman is leading the effort with HR staff involved in putting the information together. Once reviewed by ConnectND staff, drafts of the data element dictionary will be sent out to campuses and user groups for their review for accuracy over the summer. The shortage of power issue at the Data Center has been resolved for the Data Center and data warehouse server. CAC representatives will be given a list of who at their campus will be receiving a copy of the data element dictionary for review.
   - Active Directory – Process of planning and implementing the active directory continues. There is a need to extract data from both the HRMS and Campus Solutions systems in order to assign the proper roles in the active directory. ConnectND staff is close to being ready to populate the active directory. Eventually, access to all PeopleSoft applications will be through the active directory. Access to some of the ancillary systems will also be through the active directory including Adirondack (housing) and Moodle. Touchnet and Parking access will most likely remain as it currently is. Access to PeopleSoft applications through the active directory will be late summer, early fall. The old user ID will remain active for some time after implementation, a longer period of transition in the Campus Solutions System to avoid students having difficulty getting enrolled this fall. Once implemented, users will use the same User ID for access to PeopleSoft applications and Email. Jennifer Kunz indicated that campuses will be asked to assist ConnectND in getting the word out regarding the change when the active directory is being rolled out.

II. Reducing Complexity, *Peggy Lucke*
   - Peggy, Mick, Jennifer, and Viet will be having another meeting during the second week in July and will provide an update at the next CAC meeting.

III. Other
   - ND HEUG, Joann Kitchens – Joann has been receiving good ideas for topics, however still need volunteers to serve on planning committees from each of the User Groups.
   - CAC Membership, *Mick Pytlik* – Mick sent each CAC member a document “Campus Advisory Committee (CAC) Restructuring Proposals that was discussed at the meeting. The proposal provided two options for restructuring the membership of the CAC
     - **Option 1**
     - **Membership:**
       - The Committee will be composed of two representatives from each of the 11 NDUS institutions and one representative from the University System Office. The campus representatives are to have a broad knowledge of activities in all PeopleSoft modules. One of these representatives per
campus will be from student services functional areas (e.g. admissions, records, financial aid, student financials) and one will be from administrative functional areas (business/financial affairs, human resources/payroll).

- **Option 2**
- **Membership:**
  - The Committee will be composed of one representative from each of the 11 NDUS institutions, one representative from the University System Office, and the chairs of all recognized user groups. The campus representatives are to have a broad knowledge of activities in all PeopleSoft modules. Sanctioned user groups for purposes of CAC membership are the Financials, Grants, HRMS, Campus Community, Admissions, Financial Aid, Student Financials, and Student Records user groups; the facilities (FAMIS) functional administrators; the housing system (Adirondack) management group; and the parking (T2) management group.

The proposal would provide more of a voice for issues related to Campus Solutions without adding another layer of committees and more meetings. Mick was looking for feedback and endorsement of one of the two options if possible. After significant discussion, it was determined that more time was needed to discuss the options at the campus level before a decision is made. Peggy Lucke agreed to send out the results of a survey taken last February that may assist in the discussion. The item will be back on the July agenda.

**User Groups, Mick Pytlik –**

- Mick also distributed the following document prior to the meeting for discussion:
  - **ConnectND**
  - **NDUS Functional User Groups**
  - **Guidelines**
  - **July 26, 2006**
  - **Roles and Responsibilities:**
    - The ConnectND leadership through the ConnectND application directors will look to the
    - NDUS functional user groups for:
    - ☐ input on planning, implementation and communication to enable ConnectND to
    - meet the campuses’ business process requirements
    - ☐ recommendations regarding issue resolution
    - ☐ recommendations regarding development and implementation needs
• priorities
• ☑ assistance in coordinating system testing
• ☑ leadership in articulating their functional ideas and needs.
• To facilitate effective and efficient communication and interaction between ConnectND leadership and the functional users, it would be helpful if:
  • ☑ each functional area has a designated user group (student records, admissions, financial aid, student finance, finance, HRMS, grants and contracts)
  • ☑ each campus has named an official campus representative to serve on each of the functional user groups
  • ☑ user groups meet routinely and regularly (i.e. conference call on a monthly basis, periodic face to face meetings)
  • ☑ the application directors meet with their respective user groups on a regular basis
  • ☑ each user group designates their own chair and a primary contact person for ConnectND leadership
  • ☑ user groups record the minutes of their meetings
  • ☑ each campus has one vote on matters that require a vote
  • ☑ each user group has a listserv and will use the listserv to share issues and solutions with one another
  • solutions with one another
• From Bonnie Neas, CND Executive Director, 7/26/06

The document is out of date and will be updated by Mick and ConnectND staff to reflect current user groups, adding Campus Community to the list of user groups. ConnectND recently had an informal request to add a user group for graduate school admissions personnel. Mick indicated he didn’t intend to approve the request as user groups are functional driven, not entity driven. Julie Schepp suggested Mick consider adding a user group for Institutional Research. Mick indicated when the data warehouse project was complete, that may be something he would consider with campus and CAC input. Julie agreed to provide Teri a list of Institutional Research personnel.

IV. Institutional Reports
• UND – Peggy indicated that Student Records and Admissions were doing clean-up and waiting for lists to continue. Peggy wanted to know when the lists would be coming. Jennifer agreed to call Peggy after the meeting to assist in providing the information.
• No other reports.
V. Directors Reports – Financials and HRMS, Teri Thorsen –

- Finance – After a recent patch, three issues remain left open; Grants to billing interface, pay cycle issue, and PO issue. Pay cycle issue will be resolved in a future patch. A cost/benefit proposal is being put together for an effort reporting system and will be taken to the campuses when ready. Work continues on the travel expense functionality when time permits. Nicci continues to be pulled off for various other projects.

- HRMS – Just completed the 8.5 tools upgrade which provides new sophistication for developers. It appears the upgrade went quite well.

- Annual salary uploads went well

- Archiving project – The archiving project is back on the front burner. A decision needs to be made what to do with all the data that exists in both the finance and HRMS systems that impacts performance of both systems. The State has begun preparing a business case to address the issue.

- Public reporting website – ConnectND is working on a charter to get this project started.

- Teri asked CAC to report any issues with the “wide open reporting” changes that were put into production.

VI. Directors Reports – Campus Solutions, Jennifer Kunz

- Campus Solutions recently completed the installation of a bundle of patches with very few issues reported. The next bundle is scheduled for late September. Oracle has decided to switch to four updates per year. That concerned the Financial Aid group do to the timing of the patches and the impact on the FISAP. Oracle will work with users to get the FISAP information updated in a timely fashion. FAMIS and Parking system updates continue. HRMS will share “lessons learned” with Campus Solutions staff regarding the recent upgrade of the People Tools 8.5. They are also working on many developments and small projects.

- For reference, Jennifer provided a listing of the major systems supported by the CND Campus Solutions and UND Data Center: Oracle Campus Solutions, Ad Astra (scheduling), FAMIS (facilities management), Hobsons (online admissions and CRM), Adirondack (housing management), T2 (parking management), TouchNet (eCommerce), and now the Data Warehouse.

- Last week the user groups for Student Records, Financial Aid, Student Financials, and FAMIS all met, with Campus Community coming up in early July.

- Jennifer is also working with the staff on general business processes and appreciates the patience of the campuses and CAC members as they work to improve integration.