ConnectND Campus Advisory Committee
Meeting Minutes
9:00 am – 11:00 am (Central time)
Thursday, March 25, 2010

Call-in number: 701-777-5900  Event code: 131900#
Presiding: Jeff Jacobs
Respectfully Submitted by: Viet Doan, NDSU

Present: Viet Doan, Jim Borkowski, JoAnn Kitchens, Pam Braaten, JoNelle Watson, Peggy Lucke, Marcia Prichert, Jan Solem, Mick, Pytlik, Jennifer Kunz, Julie Schepp, Teri Thorsen
Not Present: Mark Lowe, Mike Renk

I. ConnectND Executive Director’s Report, Mick Pytlik
   ▪ Mick introduced Jennifer Kunz, Director of Campus Solutions
   ▪ Query Training Update
     ▪ Scheduled March 24-25 for Campus Solutions. HRMS and Finance sessions also scheduled.
     ▪ Registration for training should be centralized through CAC representative. Multiple requests were being made by campuses and it was difficult to coordinate.
     ▪ Mick raised a concern with campuses not having staff interested in query training and filling their seat with staff that would not necessarily benefit from query training.
     ▪ Jeff Jacobs expressed interest in advanced query training.
     ▪ Jeff Jacobs also expressed interest in having query ‘viewer’ access more widely granted for those that need to run queries, but not necessarily write queries.
   ▪ Data Warehouse Update
     ▪ Software is installed on servers at UND site
     ▪ ConnectND is planning communication strategy
     ▪ Student Records (includes BioDemo Data), Student Financials (includes Financial Aid Data), Workforce Profile are the first modules to be implemented
   ▪ Active Directory
     ▪ Moving ahead with system-wide implementation
     ▪ Looking into how it interfaces with PeopleSoft and ancillary systems
   ▪ Oracle UPK (online documentation software)
     ▪ All ConnectND business analysts have been trained
     ▪ Developing documentation standards
     ▪ Will continue to support other PeopleSoft documentation during transition

II. Reducing Complexity
   ▪ Governance – Peggy Lucke
     ▪ Peggy provided a draft document to the CAC for review. Peggy would like clarification on roles when policy issues begin to intertwine with operational issues. Peggy suggested a CAC subgroup be formed to brainstorm ideas on how to improve process. Peggy, Mick, Jennifer and Viet volunteered to serve.
III. Other

- ND HEUG Conference – all (report back)
  - Jim – has not had a chance to discuss with constituents; past conference have been well received; good learning opportunity especially for new users
  - JoAnn – important, but topics were difficult to gather; suggested not having all groups together at once; would like to see more inter-functional sessions so groups can interact outside of their area
  - Pam – constituents value conference; would also be okay with having groups meet separately
  - Jonelle – constituents suggested Fall; conference could be 1 to 1 ½ days vs. 2 days if there weren’t enough topics
  - Viet – some interest; stated that Fall would be best timeframe, but meant Spring
  - Peggy – received positive feedback; concerns about organizing and getting topics;
  - Marcia – beneficial; Spring would work better; every other year would be frequent enough; bring in outside presenters;
  - Jan – positive feedback; 18-month timeframe works; good opportunity to bring users together
  - Jeff – conference is difficult for users to coordinate; likes format with functional user tracks
  - Mick suggested a subcommittee to explore ND HEUG. Jeff asked for volunteers. CAC will keep topic on agenda and report back next month.

IV. Institutional Reports/Announcements (2 minutes per report)

- Dakota College at Bottineau
  - No report
- Dickinson State University
  - No report
- Lake Region State College
  - Would be willing to help plan HEUG
- Mayville State University
  - SBHE on campus April 8th
- Minot State University
  - No report
- North Dakota State College of Science
  - No report
- North Dakota State University
  - Asked about CRM initiative from NDSCS. NDSCS has received approval to look into CRM solution for matriculants to alumni to meet their specific needs. ConnectND is offering assistance with this process.
- NDUS System Office
  - No report
- University of North Dakota
  - No report
- Valley City State University
  - No report
- Williston State College
Bismarck State College

- No institutional report.
- Jeff gave an update on Direct Lending status. Has not been signed into law yet. If we do move to direct lending, all students will need to sign a new promissory note which will need to be thoroughly communicated. Bank of ND exemption was taken out of bill. Effects on Bank of ND are not clear. DEAL and MED loans will still be processed.

V. Directors Reports – Financials and HRMS, Teri Thorsen

- Continue efforts on effort reporting. Reviewing vendors for effort reporting.
- Working on data archiving to improve system performance
- Looking at purging data, but will discuss with campuses first
- Travel and expense is being worked on as time permits. Developer is also working on Active Directory.
- Working to prevent running of wide-open process, Forcing usage of parameters.
- HRMS is working on data issues.
- Actuals distribution work is complete. Will continue to work on known issues.
- PeopleTools 8.5 upgrade is forthcoming. Major tools upgrade. Menu structure changes. Breadcrumbs return. 64-bit version forced hardware upgrade as well. May-June timeframe for completion.
- HRMS 9.1 will follow PeopleTools upgrade.
- Teri mentioned HIRE (Hiring Incentive to Restore Employment) Act and said that employers can choose whether to participate. This act benefits employers who hire a new employee after February 3, 2010, and before January 1, 2011, will generally be exempt from paying the employer share of Social Security benefits—6.2% of the first $106,800 in wages—if the new employee (i) was previously unemployed for at least 60 days, and (ii) does not replace another employee. Will work with administrative affairs to decide which direction to go.

VI. Directors Reports – Campus Solutions, Jennifer Kunz

- Working on getting up to speed
- Main goals are strategic planning for Campus Solutions, improve communication and streamline business processes
- Has had discussions with some CAC members; please schedule a time to talk with Jennifer
- Has attended portions of user group meetings
- Latest patches have been applied. Issues have arisen and staff is working with Oracle on issues as they are identified.
- New bundle received. Working on best time to apply.
- Continuing to monitor performance. Please provide feedback when issues arise.
- Upgrade on FAMIS underway
- Upgrade in Housing software underway
- Small upgrade for Parking system underway
- Planning PeopleTools 8.5 upgrade. After Fall is likely implementation timeframe.
- Several staff working on setup if we move to Direct Lending.

VII. Other

- No other discussion
VIII. Next meeting date (April 22, 2010) – Peggy Lucke - Recorder