ConnectND Campus Advisory Committee  
Meeting Minutes  
Thursday, August 27, 2009  

BSC – Jeff Jacobs     VCSU – Marcia Pritchert  
DC Bottineau – Jim Borkowski     WSC – Brenda Wigness  
DSU – Mark Lowe  
LRSC – Joann Kitchens     NDUS  
MaSU – Pam Braaten     Mick Pytlick  
MiSU – Jonelle Watson     Teri Thorsen  
NDSU – Viet Doan     Rich Lehn  
NDSCS – Mike Renk     Julie Schepp  
UND – Peggy Lucke     Dorette Kerian  

ConnectND Executive Director’s Report, Mick Pytlik  
Semester start-up is going well.  

Progress is being made on the name and address complexity issue. It is slow.  

Review of applications is beginning for the director positions.  

Query training sessions are being set-up at NDSU for the first weeks in October. Campus solutions will be the primary focus due to the demand in this area. There is a wait list for people needing training. The list came from people requesting training earlier but sessions were full. Priority will be given to those on this list. Training will now be held more frequently. In the next week to 10 days, campuses should expect to receive information regarding these training sessions.  

Phase two of Hobson’s is finishing and phase three is beginning.  

Data Warehouse Update – Work is being done on a business case.  

Reducing Complexity  
• Update on GPA/SAP/Academic Standing – This complexity issue has been referred to the records user group.  
• New Complexity Issues – The Directors are identifying the issues.  

Institutional Reports/Announcements  
• Bismarck State College –  
  o There have been positive comments from the BSC Admissions Office regarding Hobson’s.  
• Dakota College at Bottineau – No report  
• Dickinson State University – No report  
• Lake Region State College –  
  o MarketPlace Suites is being implemented at LRSC.  
• Mayville State University –  
  o Headcount at MaSU is the highest since 2005 and full-time student enrollment is highest since 2006. Moodle is operational. Some kinks need to be worked out, but it is going well.  
• Minot State University – No report
• North Dakota State College of Science – No report
• North Dakota State University – No report
• NDUS System Office – No report
• University of North Dakota –
  o The semester start has been smooth. The CND and Data Center staff is much appreciated. Thanks!
  o There has been interest in collecting more information on the common application form since the National Guard century code change. It is expected that the common application committee will be addressing this issue.
• Valley City State University – No report
• Williston State College – No report

Directors Reports – Financials and HRMS, Teri Thorsen

Finance is working on two projects. The first project is an expense module. Information has gone out to four campuses for input.

The second finance project is to enhance effort reporting. Work is currently being done on a requirements document. The effort reporting is available to all campuses, even those that do not use the grants application.

HR is also working on two projects. The first is org charting software. Meetings are currently taking place. The project is in draft format and should be completed shortly.

The second HR project is recruiting solutions. A cost benefit analysis will be done between the PeopleSoft solution and People Admin which is the software currently being used by NDSU.

Directors Reports – Campus Solutions, Rich Lehn

Housing and Parking systems have both been working well including the interface for making online payments through TouchNet.

The facilities group is working on the implementation planning for their portal and utilities module.

An offer was made and accepted by Karla Grabiel for the Admissions and Recruitment Business Analyst position. She began employment on August 10th.

Candidates are being interviewed for the vacated Student Records Business Analyst position that had been Jan Solem’s position. Jan resigned her position with Campus Solutions and accepted the position of Vice President for Student Services at Williston State College. By the next CAC meeting, the position should be filled.

Hobson’s implementation is as follows: Connect (CRM Portion) – UND Grad School, NDSU Undergrad, BSC, LRSC, MaSU, and MiSU Undergrad have gone live. The third round institutions are implementing now and include MiSU Grad, NDSU Grad, VCSU Undergrad, and VCSU Grad. Third round institutions should be live with Connect in early December. The fourth round schedule for the remaining institutions has not yet been finalized. Round four will include DSU, Dakota College at Bottineau, NDSCS, UND Undergrad, and WSC.
The Apply Yourself, Online Application, has been implemented at BSC, LRSC, and UND Grad School. Currently, implementation of Apply Yourself is underway at MiSU Grad and NDSU Grad with a target go-live in early December. UND Undergrad, VCSU Undergrad, and WSC are implementing currently with an early November go-live target. Round Three Apply Yourself kick-off meeting has not yet been scheduled. Round three will include DSU, MaSU, Dakota College in Bottineau, NDSU Undergrad, and VCSU Grad. The schedule for round four implementation of Apply Yourself has not been determined. Round four will include MiSU Undergrad and NDSCS.

A TouchNet upgrade to version 5.0 and implementation of Commerce Management System (CMS) Release 5 is being considered. These upgrades will give campuses a number of functions including single sign-on for the different TouchNet applications. It will also deliver a new look and a new PCI security certification PA-DSS (PCI’s Payment Application – Data Security Standard) compliance. One function that will not be implemented is the “dashboard” functionality until such time that TouchNet has secured this by institution. There is no timeline for the dashboard functionality to be secured by institution. However, the upgrade for the other functionality will take place in early October 2009.

A modification is being done for compliance with the Higher Education Opportunity Act regarding textbook ISBN numbers. The modification would clone an existing URL “button” in the Student Center of PeopleSoft and place that similar functionality and button on the Class Search screen. This will allow students who have not yet registered for the course to access the link. When the student clicks on the link, the URL behind the button will take the student to the campus bookstore location where the bookstore already has this ISBN information.

Oracle has publicly stated they will be delivering ISBN functionality to comply with the HEOA. However, it was decided to implement this modification as an interim solution. There will be considerable work involved, as the URL will need to be entered for each class section. Once the fall, spring, and summer information is entered, it can be copied using the prior term copy process. Only new sections need to be added after the initial entry process. The intent at this time is to have this functionality in place when registration for Term 1040 and 1110 begins. The Higher Ed Act requires it to be in place by 7/1/10.

**Directors Reports – CS Data Center, Dorette Kerian**

The new semester had a good start.

The following positions are open: Two server administrators and one data base administrator.

**Other**

Pam Braaten was welcomed as the new representative from Mayville State.

Mick verified that functional user groups are meeting regularly. A request was made for a roster of the user groups and their meeting schedule.

**Next meeting date is September 24, 2009 – Jim Borkowski – Recorder**

Respectfully submitted,

Brenda Wigness, WSC