ConnectND Campus Advisory Committee
Meeting Minutes
Thursday, January 22, 2009

Presiding: Peggy Lucke, UND
Participants:

Mark Lowe, DSU          Mick Pytlik
Joann Kitchens, LRSC    Viet Doan, NDSU
Mary Iverson, MaSU      Marcia Pritchert, VCSU
Jonelle Watson, MiSU    Brenda Wigness, WSC
Jim Borkowski, MiSU-B   Julie Schepp, NDUS
Mike Renk, NDSCS

I. ConnectND Executive Director’s Report, Mick Pytlik
   - Continue recruiting for developer position. Two candidates withdrew and
     CND is currently in the process of making an offer to another candidate.
   - Review of highlights of outstanding items.
     - Ten recommendations:
       1. Recruitment for the open developer positions continues.
       2. Data Warehouse → Looking at options to get data
          warehouse project started. Campus Solutions staff
          have loaded K-12 DPI identifiers into the system as a
          preliminary process towards a statewide longitudinal
          data system.
       3. Disaster Recovery → reviewing options and cost
          implications for a recovery site.
       4. Security assessment → have contracted with the same
          vendor that completed the security assessment on
          campuses.
       5. CRM → NDSU, BSC, UND, and LRSC are working
          with Hobsons. Hobsons is ready to begin planning the
          rollout to the other campuses.

   - Questions were asked on whether a campus can still implement Marketplace
   Suite. Mick stated that one campus is currently looking into implementing it,
   but he didn’t know the cost yet.

   - Mick will follow up with the business analysts on the online payment process
     to be utilized with Hobsons (TouchNet?).

   - CND development process → Mick discussed setting of priorities and role of
     user groups. Charter identifies the user groups as advisory groups to the CND
     application directors. Currently, there is a variance in practice across the
     various user groups. User groups are good at identifying their priorities.
     However, these priorities often conflict with other priorities that are set by
     other parties such as the legislature, Chancellor, etc. User groups should
     continue to set priorities, but the CND team needs to be able to reorder the
     priorities and shift resources with input from the user groups. Mick suggested
     a group that can look at all of the priorities of CND, especially within Campus
     Solutions, and help prioritize them. One possibility for this group could be the
CAC or possibly the chairs of the user groups. Viet Doan supports the chairs of user group suggestion. Peggy Lucke stated that even with the legislative requests business must go on. If DRs are going to be delayed or overridden temporarily, the CAC could serve as the line of communication to the campus. Peggy also stated that the campus could provide input in the prioritization process. Randall stated that if CND needed to report on everything they are working on and ask for input on prioritizing, their response time to the requests would be slowed. Mick asked for input from the campuses via the CAC. Peggy will draft a note for Mick to review to go to the campuses asking for suggestions, etc.

- **Password expiration** → As we move forward with eApps, CND identified that password syncing could be an issue. There is a 90 day password expiration cycle in Financials and HRMS and no expiration in Campus Solutions. The student system auditors recommend the implementation of password expiration for non-students. Password expiration is a global setting, so if it is implemented it will affect students and non-students. In addition, Randall asked for us to consider having all students under one e-mail domain. In other words, a student would not see any specific campus identifiers.

- **Addresses in HRMS & CS** → Addresses are out of sync between these two systems. CND would like to address this as a complexity issue. A group was convened to discuss how addresses would be used across all three systems. However, the use is still not consistent. Mick would like a volunteer from CAC to serve as chair of a group with representatives from HR and CS to respond to this complexity issue. Peggy and Jeff will work together to create the group.

II. Reducing Complexity in Campus Solutions

- Peggy asked where this complexity issue stands. Viet responded that we are waiting for the Student Records group to work with DSU and MaSU.

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

- Dickinson State University – nothing to report
- Lake Region State College - nothing to report
- Mayville State University – nothing to report
- Minot State University - nothing to report
- Minot State University – Bottineau → MiSU-B is working with Teri on implementation of self-service and it is going well.
- North Dakota State College of Science - nothing to report
- North Dakota State University – NDSU is continuing to have issues with SAP.
  1. P&S grades not being viewed as completed, so they have to manually update these.
  2. System can’t distinguish when there are all F’s.
     - Viet asked if others are experiencing problems. Mark stated that DSU was affected. Rich Lehn stated that CND staff spent time with Financial Aid staff as NDSU regarding set-up. Some of the issues went away when the set was reviewed. Three cases were opened with Oracle to resolve some of the outstanding issues.
- Valley City State University - nothing to report
Williston State College – nothing to report
NDUS System Office - nothing to report
Bismarck State College → Peggy reported for Jeff. Jeff wanted to let everyone know that rooms may be in short supply Sunday night because of a concert. Jim stated that some are waiting for an agenda before making reservations. Marcia stated that an agenda will be distributed in the next couple of days.
University of North Dakota → UND reported they haven’t had any significant performance issues with the beginning of the semester.

IV. Directors Reports – Finance, Mick Pytlik – No additional report

V. Directors Reports – HRMS, Teri Thorsen
   • W-2 process is going well. Self-Service went into production today for MiSU-B Campus. Two programmers are working on a process by which a user id is automatically created when an employee is hired or re-hired. NDSCS will be the 2nd pilot. Then it will roll out to non-research campuses. UND and NDSU will be included in the final roll out.
   • Karin Stinar and the consultants are working on:
     1. Two paycheck issues
     2. Actual distribution
     3. Retro to Retro process
   • They will present their findings at the ND HEUG Conference in March.

VI. Directors Reports – Campus Solutions, Rich Lehn
   • New grading process in 9.0 went well.
   • No major glitches with start of new semester. Only a couple of help tickets filed by the campuses regarding system performance
   • Financial aid is loading the new ISIR.
   • Planning for Oracle on-site Academic Advisement training in mid to late February
   • In the process of installing CS bundle #11 and HR bundle #7 for CS
   • Housing upgrade has been completed. Staff are working with campuses on My-Housing and on My-Application for NDSU.
   • February 17th will be the kick off day for TouchNet Housing and Parking Payments.
   • Tricia Campbell’s old position is close to being advertised.

VII. Directors Reports – Application Systems Development, Janie Adam – No Report

VIII. Directors Reports – SA Data Center, Dorette Kerian – No Report

IX. Other - None

X. Next meeting date (February 26, 2009)

Submitted by Jonelle Watson, Minot State University.