ConnectND Campus Advisory Committee
Meeting Minutes
9:00 am – 11:00 am (Central time)
Thursday, April 22, 2010

Presiding: Jeff Jacobs
Participants: SITS/CND:
Dickinson State University – Mark Lowe
Lake Region State College – Joann Kitchens
Mayville State University – Shirley Hanson (for Pam Braaten)
Minot State University – Jonelle Watson
North Dakota State University – Viet Doan
NDUS System Office – Julie Schepp
University of North Dakota – Peggy Lucke
Valley City State University – Marcia Pritchert
Bismarck State College – Jeff Jacobs

Participants: Mick Pytlik
Teri Thorsen
Jennifer Kunz

(Because Mick Pytlik was detained with another meeting, the agenda topics were reversed.)

VI. Director’s Report – Jennifer Kunz, Campus Solutions:

Major Projects: Campus Solutions staff has been very busy with Hobson’s Apply Yourself and Connect go live. NDSU undergrad, Mayville, Bottineau, Dickinson and Valley City went live with Apply last week. NDSCS and UND went live with Connect this week and Dickinson should be wrapping up in the next week or so. Financial aid direct lending testing and training is scheduled next week at BSC and Valley City.

Campus Solutions is seeing more requests from campuses to interface to a 3rd party system. When the request or need to interface to a 3rd party system involves TouchNet credit card processing (such as with the parking ancillary system or Hobsons), the project is more complex and significant. Jennifer indicated the sooner CND is informed in the process, the better, and pointed out that CIO approval is required in accordance with the NDUS technology policy.

Other Activity: Campus Solutions is seeing lots of different development requests and smaller projects here and there. A housing training event was held at Minot this week. The Student Financials business analysts and programmer have made some campus site visits. Jennifer is scheduling some campus visits where she will meet with the campus CAC representative and user group members. Teri has been doing that as well and they’ll try to coordinate.

V. Director’s Report - Teri Thorsen, Financials and HRMS

Financial Systems: Teri reported there is a lot going on in financial. With effort reporting, staff are keeping what we have limping along while also researching new solutions for effort. They will have another demonstration this week from a fourth vendor. The travel and expense project is on track with Nicci Strand doing some work with NDSU this week.
There are two long term issues that for which solutions are being implemented.  1) Wide open reports: In the finance system, when you do a run control you have to enter quite a few fields in the parameter or else the report runs wide open and the system comes to a halt. CND is trying to get out of the “policing mode” as it results in bad customer relations. Changes are being added to the system which will prevent the problem from occurring. 2) Application messaging between HR and the finance system has not been working well regarding how the employees end up looking in the vendor financials. Fixes will be in production next week so that HR and financials will be much more closely linked than in the past.

A new issue in financials is intangible assets/ GASB 51 issues. Nicci and Robin Putnam from the NDUS office are working on that.

HRMS: HRMS staff are working with the user group and cleaning up the top 16 tickets from their priority list. Six are completed and work continues on the others. The main focus is the PeopleSoft tools 8.5 upgrade with a June 19th go live date. HR will have a different look and feel after the upgrade. The effort right now is behind the scenes and campuses will receive more information as we get closer to go live. PERS link – State government has been working for 3 years on automating their benefit administration and how they administer health, life and retirement programs (PERS ling). The state will now be syncing up with PeopleSoft which will be a nice step forward for campus HR and payroll offices.

On the query front, HR training is scheduled for April 28 and 29th. There are still only 6 in the class so there is the opportunity for 6 more to enroll. If you have any others interested, let Teri know. Jeff asked about more advanced kinds of training for campus query writers. Mick said they have been talking about how to approach that need and suggested a combination of really experienced campus query writers along with CND folks.

IV. Institutional Reports/Announcements:

Bismarck State College: Jeff reminded the committee that the next meeting will be his last as chair. The committee’s rotation has Marcia as the 2011 chair and Joann the vice chair.

Williston State College: no report

Valley City State University: no report

University of North Dakota: no report

NDUS System Office: Julie reported she has been working on data dictionary common data fields and definitions. Once the data dictionary is developed well enough for others to work with, it will be sent out for review. She’s learned that a lot of people see a lot of fields. Mick said the intent with starting on the Campus Solutions side was to first identity data needed for the reports used by the System Office or things they get asked for regularly from the legislators, governor’s office, etc. Julie is working with that aspect. When the data elements are identified they will need to be defined. Residency was given as an example – residency has multiple definitions (tuition residency); each definition will have a separate section in the data dictionary with where it’s found in a PeopleSoft table, where it’s found in the data warehouse, and noting any system policy or state law that apply to that field. The decision to start with Campus Solutions is because that seems to be where there is the most confusion or iterations of getting data.

North Dakota State University: no report
Minot State University: no report
Mayville State University: no report
Lake Region State College: Joann reported that she had a good meeting with Jennifer Kunz yesterday. Joann had some questions regarding formatting in queries. Mick asked Joann to send him some specific examples that she would like looked at. Joann also asked about the syncing of data between HR and Campus Solutions. Mick explained the difference between syncing information for the data warehouse project and syncing data between the systems. The data warehouse is on the reporting end and they’re looking to move data into the data warehouse and use business intelligence tools to do reporting out of the data warehouse which will take pressure off the core systems. As for syncing data between HR and student, they’re working with those situations where the same EmplID is assigned to different people in the different systems with about 12 to clean up. They are still working with the state to find a workable solution concerning multiple EmplIDs per person. Once that’s accomplished, they can move forward with the clean up process that was talked about with the Bio-Demo group.

Dickinson State University: no report
Dakota College of Bottineau: no report

III. Other

- ND HEUG Conference – Joann Kitchens, Mick Pytlik
  After much discussion, Joann volunteered to provide leadership to help determine if there will be a ND HEUG conference this year. Joann will contact the chair of each of the user groups and ask that each user group identify good topics for conference sessions and also to designate a representative to work with Joann. After reviewing the topics brought forward, options for moving forward will be identified. There was also discussion regarding direct lending and the benefit of bringing user groups together (such as financial aid and student finance) for training and process review. Joann said it would be very helpful if there were a flow chart to illustrate set up in PeopleSoft - what’s first and what’s feeding into that process. Jennifer responded that they’re seeing more impacts from the overlapping areas from CS modules and more increase with financials and HR and she thinks a flow chart is a great idea.

II. Reducing Complexity: Governance – Peggy Lucke

Peggy reported that she, Mick, Jennifer and Viet had one meeting since that last CAC meeting where they had very broad discussion concerning governance, process and the complexity of the environment that is the NDUS. There will be continued discussion with another meeting scheduled in May.

I. ConnectND Executive Director’s Report – Mick Pytlik

- Oracle UPK
  Work continues with staff in CS, finance and HR working on defining standards for documentation.

- Active Directory
  Implementation is moving along. There is currently a test environment connected to CS and being used the way it will be used with production systems. They are talking about what the
actual impact will be of implementing active directory with the PS applications - what will change, work differently. One issue is whether log-in IDs will need to change and, if they do, what the impact will be. The plan will be presented back to the campuses, CIO council, and CAC.

- **Data Warehouse Update**
  In addition to the discussion under earlier agenda items, Mick reported that the Oracle consultants have been on site and are in their 5th week. The first three data marts up and they’ve got development and test instances up and running. They are beginning to do some initial loads from CS system where they take information out of PS applications, move it into a staging area, and then it gets massaged and transformed into warehouse data and populated into the warehouse. They’ve been working with CS 3rd/4th week reporting data (custom, not PS delivered). Security for the data warehouse will be quite a bit different from PS applications. The contract with Oracle calls for the initial implementation to be done in late July or early August after which the data warehouse will be taken out for a test drive with CND and System Office staff to validate information and verify output. Ultimately the data warehouse is to be the trusted source for information about the NDUS.

VIII. **Next Meeting – May 27, 2010, Jan Solem, recorder.**

Respectfully submitted,

Peggy Lucke, UND