



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

## **Systems Development Steering Committee**

### **Meeting Notes**

October 3, 2006

12:30 P.M. – 3:30 P.M. Wells Fargo Place  
Conference Room 3362 (335B)

**Present:** Mike Bruner, Scott Erickson, Dawn Syverson, Ken Ries, Les Bakke, Tim Gilsrud, Ken Brumbaugh, Glen Guida, Mark Malecek, Al Finlayson, Jim Dillemath, Joanne Chabot, Gerry Rushenburg

### **Committee Charter/Membership/Leadership:**

- Charter review discussion was held pending Al Essa's project to review IT governance beginning in January.
- To help remedy difficulty replacing Sue Raddatz with another HR Director, Scott and Glen will call her for recommendations. The importance of this position was discussed. Glen will also discuss the continued opening with Linda Skallman. Ken Ries will bring the existing CIO vacancy (Mark Johnson) to the CIOs for recommendation of a replacement.
- Mike Bruner will serve as the Co-chair of the group

### **CAP Server Project Discussion:**

- IT should prepare a checklist document identifying what assistance will be provided to campuses as well as a list of requirements on the campus side before any assistance is provided.
- Gerry will work with Dawn to create a de-normalized employee table that will (hopefully) serve 80% of the needs for HR related data.
- Dawn will submit security request forms for the small number of IT employees who need access to HR data on campus.
- A hidden benefit of the CAP server project is that it will allow campuses to share applications with the knowledge that the operating environment will be standardized.

### **Project Charter Discussion:**

- IT should put all charters, whether draft, submitted or approved, on the web site. Each should be clearly marked with their status.
- Campus Business Unit representatives will forward a letter to their constituencies with information about the charters, their location on the web and soliciting input. CIO representatives will do the same for the CIO group. Jim Dillemath will draft a template letter for this purpose and will circulate to the committee members.
- The name of each committee that has reviewed a charter will be listed on the charter document. In that way, readers will know which campus representatives could provide more information.

- A map/matrix of critical project dependencies is essential. Jim Dillemoth is working on that.
- Relevant charters will be reviewed/discussed at the next meeting. Members should come prepared with questions and comments.
- Campus representatives on the committee have the responsibility to ensure communication with campus users and will actively engage in the communication process.

### **Biennial Budget Priority Discussion:**

- Joanne reported that the Leadership Council Technology Committee invited comments/suggestions on areas of emphasis for IT resources during the upcoming biennium. CIO and advisory group input is welcome. The committee members will solicit input from their constituencies and will forward the same to Mike Bruner and Glen Guida no later than one week before the next meeting. The solicitation email will reference the planning/regional meetings last year, tying the loop in a sense.
- Ken Ries and Tim Gilsrud will create a quick survey to assess critical needs. Mike Bruner will use the same instrument as a trial approach within the academic/student service community. Ken/Tim will arrange for a web ex session to develop the survey. Attending the webex should be Mike, Ken, Tim, Jim and Joanne.
- Jim Dillemoth will attempt to locate the email addresses for regional meeting attendees. Failing that, a list of attendee names will be generated for each campus CIO to use soliciting campus input.

### **Identity Management Discussion:**

- The members agreed that a governance model using the existing Infrastructure and System Development Steering Committees, reporting up to the ITMC, made sense.
- Ken noted the need to clarify membership by position for each of the committees.
- Ken and Al F will develop a list of questions institutions will be asked at a series of regional meetings to define the business processes. It was noted that the questions would serve to generate interest in attending the meetings.

### **Licensing Charter Development:**

- Input was sought from committee members on drafting a charter related to the licensing project.
- Licensing costs/information will be provided by Glen to the CIOs.
- A letter will be drafted by Glen informing users about the cost of various licenses and announcing that idle connection will be automatically terminated after two hours of inactivity. Use will be reassessed at the next peak period and other measures may be taken if needed.