



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

## Systems Development Steering Committee

### MEETING NOTES

September 4, 2007

12:30 P.M. – 3:30 P.M.

Conference Room 7703 Wells Fargo Place, St. Paul

**NEXT MEETING: Date:** October 2, 2007

**Time:** 12:30 P.M. – 3:30 P.M.

**Location:** Conference Room 3362 Wells Fargo Place, St. Paul

**ATTENDEES:** Ra Nae Thompson, Glen Guida, Mark Malecek and John O'Brien

ITV: Bryan Schneider, Deb Anderson, Les Bakke, Dave Overby and Ken Ries

**Additions to Agenda:** System implementation of SAS (Statistical Analytical Software)

Welcome to new committee member Dave Overby, CIO of MN State CC/TC.

There is one open CIO seat. Ken Ries will seek an additional CIO member.

Scott Erickson indicated via email to Glen that he is on the MSCF negotiating team which affects his participation on the SDSC. He suggested that we possibly find a replacement in his area. Glen asked the committee to think of other options in case Scott leaves the committee. Another possibility is to assign a temporary replacement until Scott is finished with his other engagements.

**Previous meeting minutes:** Approved without revision.

### 1. Regional Meetings: Ra Nae Thompson

#### Schedule:

- October 10th - Century College (Canceled: to be held on either 10/23 or 10/24)
  - AM - John O'Brien - Facilitator 9:00 - 12:00 AM
  - PM - Mike Brunner - Facilitator 12:30 - 3:30 PM
- October 11th - Lake Superior College
  - Ken Ries - Facilitator 12:30 - 3:30 PM (**Changed to October 17<sup>th</sup>**)
- October 12th - Minnesota State University, Mankato
  - Brian Schneider - Facilitator 12:30 - 3:30 PM
- October 15th - St. Cloud State University
  - Ken Ries - Facilitator 12:30 - 3:30 PM
- October 17th - Minnesota State TC/CC (Detroit Lakes)
  - Les Bakke - Facilitator 12:30 - 3:30 PM (**Changed to October 11**)

The assigned facilitators have agreed to this schedule with the exception of John O'Brien and Mike Bruner who need to look at their schedules. As many SDSC members as possible will also attend the regional meetings.

Dave Overby reported that there may not be a room available at Detroit Lakes on October 17<sup>th</sup> due to another large event. Ken Ries suggested switching the dates of the Detroit Lakes meeting and the Lake Superior College meeting. It was agreed upon to swap the dates of the Lake Superior College meeting and the Detroit Lakes meeting. Now, the Detroit Lakes meeting will be held on the 11<sup>th</sup> and the LSC meeting on the 17<sup>th</sup>.

Regional Meeting Sub-Committee:

Joanne, Ken Ries, Deb Anderson and Les Bakke met over conference call. They drafted a letter that highlighted the intentions, goals and objectives of the regional meetings.

Meeting Content as developed by Joanne, Ken, Les and Deb: There will be a standard set of questions to work with focusing on the following topics:

- Results of recommendation since the last meeting
- Quick fixes for today's problems
- Today's issues
- Long Term Desires
- Consolidated 10 Year Vision
- Ranking of projects identified in Enterprise Investment Process.

Facilitators can deviate from the list if they choose to. Breakout session opportunities are also up to the facilitators.

Communication: Ra Nae will update the meeting dates and the announcement letter. The Committee will decide how to distribute it. Suggestions include sending the information to the Chief Officers, Presidents and Listservs.

Documentation at the meetings is important. Last time we held regional meetings, Office of the Chancellor Staff members took notes. One person worked with flip charts and display materials while another took notes. This worked well. Ra Nae's support analysts are good candidates for documentation and meeting support

Ra Nae's Action Items:

- Speak with John Wygant about creating a pre-registration web site.
- Assign someone on her team to find rooms at the institutions (Marshall Silberstein was assigned to this).
- Meet off-line with John O'Brien and Mike Bruner to discuss Mike and John's availability to facilitate the Century meetings.
- Will make sure LCD projectors and flip charts are provided at all sites.

- 2. Enterprise Investment Projects (EIC):** The Enterprise Investment Committee makes decisions on proposals based on business cases. There are two project groups: the first consists of projects that cost \$100,000 - \$300,000 and the second consists of projects that cost over \$300,000. For projects over \$300,000, the EIC would require regular reports on the projects. The costs are based on initial start-up costs with consideration given to on-going costs. There is potential for projects to be cancelled if they deviate too much from the original plan. Some of the information we have might be flawed since it is difficult to estimate the cost of projects.

What is the SDSC's role? We do not have one right now. There is not enough time for our group to have input before it goes through to the EIC. The EIC is making decisions based on the projects lists and business cases. Hopefully we can make some recommendations next time around.

The channels are ASA, HR, Finance and IT.

ASA's top three priorities are ISEEK (proposes a rebuild with better integration), Prinsys and APPS (database of accountability framework). All of these come through outside vendors, which is why they are so expensive. ASA's total project costs total about \$3.3M.

HR's top priorities are Classification/Compensations Streamlining, Applicant Tracking Process and Support Labor Relations. HR's project costs total about \$740,000.

Finance's top priorities are Unifier (Facilities construction management system), Regis Program (restructuring of administrative functions in finance) and Budget Module. The total cost of their proposals is unclear.

IT: There are two IT lists. One consists of required projects and the other consists of proposed projects. There is also a list of Fiscal Year 07 carry-overs, IAM and other large, ongoing projects are included on this list.

3. **SAS Implementation:** This is not included on the EIC list, but some MnSCU institutions are currently using it. This is predictive analytics software that allows you to mine data in a sophisticated way. Currently, Anoka Tech is doing a SAS pilot. Moorhead is also using SAS to do statistical analysis on the replicated database. It would make sense to make this a system wide pilot since we are putting money into connecting to the databases. A system wide implementation would cost around \$70,000 and the cost of the license is \$6000/year. In addition to this cost, we would also need to consider our resources. SAS is a very powerful program. It would be able to do things like predict the success of students based on existing data. In order to make it work, users need to know something about statistics.
4. **RDB to Oracle Conversion:** This is a major task that ties into a lot of different projects (i.e. IAM, Seamless Core). The whole point is that we are going from 37 databases down to one database with the expectation that anyone with a relationship with multiple institutions will only be in the database once. There will be more accountability built into the system to allow for tracking of the changes being made.

Over the next six months, we will be locking up software so we do not have to maintain multiple versions of the same programs.

There will be regional meetings held November 5 – 9. The Support Analysts will bring in staff from appropriate campuses to discuss how we will handle the sharing of this data. After the meetings, the support analysts will visit each campus. Attendance and support from the SDSC is encouraged. This is all part of the change management that will occur when the conversion happens in February.

HR is on track for implementing the J2EE application. The implementation date to switch to the web/j2ee H implementation will be November 12 (tentative). All aspects of the application will point to the oracle database at that time.

Campuses will need to convert any local applications related to HR to use oracle at the same time as the application is changed. Any concerns regarding local reporting and application needs for the RDB to Oracle conversion should be reported to Gerry Rushenberg or his staff. The Office of the Chancellor has offered to go out to campuses upon request to help out on any issues concerning this effort, such as query or migration issues.

5. **Adjournment:** Meeting Adjourned at 2:30 PM. Meeting notes submitted by Smitha Pennepalli, [Smitha.Pennepalli@csu.mnscu.edu](mailto:Smitha.Pennepalli@csu.mnscu.edu).