



Minnesota
STATE COLLEGES
& UNIVERSITIES

Systems Development Steering Committee

MEETING NOTES

October 2, 2007

12:30 P.M. – 3:30 P.M.

Conference Room 3362 Wells Fargo Place, St. Paul

NEXT MEETING: Date: November 6, 2007

Time: 12:30 P.M. – 3:30 P.M.

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

ATTENDEES: Glen Guida, Joanne Chabot, Mike Bruner, John O'Brien and Ken Ries,
ITV: Ra Nae Thompson, Mark Malecek and Deb Anderson
Phone: Dawn Syverson

September 4th Meeting notes approved without revision.

1. Logistics:

The CIO members of the SDSC are Les Bakke, Brian Schneider, Ken Ries, Dawn Syverson, Art Lieble (new member from Rochester CC/TC) and Dave Overby. Scott Erickson needs time away from the committee due to other engagements. We would like to keep him on because of his committee experience.

Glen Guida suggested pushing the SDSC meetings back by a half hour. The committee agreed to remain at the 12:30 start time.

2. Enterprise Investment Committee: Decisions and Projects for FY 08:

At the last CIO meeting, the list of EIC-approved projects was distributed. Many of these projects were to create a plan and come back to the committee for approval to go forward. Most were at the above \$300,000 level. The process is a bit fuzzy at the beginning. Joanne Chabot has been given clear orders to begin these projects even though they may not have gone through the complete approval process yet. There is a huge worry that we won't have enough to show to help guarantee the preservation of the funds through the session. There are people including legislators who are trying to take back our funding. The EIC wants us to show demonstrable progress in areas that will be important to students who are concerned about tuition as well as faculty members.

New initiatives include the Graduation Planner, Continued Learning Object Development, Gaming and Simulation, ISeek re-write, Prinsys, Campus Reporting Enhancements Project which was initiated by users, Unifier integration, Classification and Compensation System (an HR system), Regis (Integration of Finance and Student).

Projects were assigned by The Vice Chancellors to the person responsible for carrying it forward. Those with a name on a business case had 4 minutes to present their project to the EIC. We are going to re-write the prospect module to keep the current functionality running well. Campuses are encouraged to select an add-on system. We would like to limit the integration to one other system if possible. We do not want to re-create a

functionality that already exists. Nothing that the EIC did prevents this from happening. Campuses can still go out on the current RFP, but the difference is that the institution would have to pick up the costs.

People need to see tangible progress whatever the source of the funds are. From a future/process improvement perspective, we need to get these projects vetted through the steering committees and then provide that input to the people on the EIC because 4 minutes is not enough time to make a proposal. We did not have enough time to review and prepare feedback to the business cases. There may also be an option to include students in the process. We will suggest this as a process for the next round of proposals. As it is, the process is too rushed. We need more time to review and prepare feedback on the business cases. If it is the group's desire, we could draft a letter to Ken Niemi outlining our suggestions for the proposal process.

This was the first attempt of a group to figure out collectively which projects are strategic and which are doable. They did not have enough good data, but we can solve this problem by providing input for the next time around. The difference is that we will have more time to prepare and we will be able to better manage our circle of communication.

Should we consider requesting campuses to adopt software that is capable of tying to whatever we develop? A few years ago, a group of admissions directors got together with about 6 vendors to find a product. Why did this not move forward and what has happened to the research? The outcome was a decision that it would be cheaper for us to build than to buy. This may not be what we need and/or want today. At the last CIO meeting, they were asked that if we do agree on software package, that it integrate with ISRS. It is much more challenging for the architect team to integrate than it is to seamlessly integrate a system into ISRS. There are some operational issues. Such as, If the product was hosted at each campus, there would need to be a resource on each campus. We will support the outcome at the end, but it is frustrating to us if local resources are not present. Campus impact is critical and needs to be well documented. The SDSC role should be as a leader or a partner in a review process for EIC projects, providing feedback and information to the EIC members. We could bring together the SDSC, Infrastructure and Security groups for a session where we could talk about implications and write thoughtful, provocative comments about these implications. We would then put the information together in a notebook for the EIC to review. We need to make this a success or we may not get the funding we need in the future.

Action Item: We will draft a document of how this process should work from our perspective. Ken Niemi will be our representative to the EIC.

3. Regional Meetings:

All of the dates, locations, times and facilitators have been confirmed. Mike Bruner will host the morning session and John O'Brien will host the afternoon session at Century College. Web registration is taking place right now. The invitation was sent out to all the presidents and all of the open listservs. Another invitation will be going out as a reminder. We may post the agenda on the website, but it is not necessary. The draft agenda was created by Joanne Chabot, Ken Ries and Deb Anderson. It is fairly basic and includes a welcome, catching up on what has happened since the last regional meetings, the EIC process, and time to break into groups for breakout sessions. A staff member will be at the

meetings to record information on a flipchart and another will be present to take detailed notes. We will retain the flipcharts, notes and questionnaires that the attendees will fill out. At the end we will have a project prioritization exercise. We can choose how we want to release data back to the group. One possibility is let them know what their top three priorities are collectively.

It will be very important to manage expectations at this point. We have 20 open positions in ITS plus an additional 50 that we need to complete these projects. We will need to have our resources in place or bring on some contractors before we can meet our users' expectations.

These meetings will have a huge impact on the Enterprise planning process. The size and diversity of these groups will make the data we collect very valuable.

Meeting Handouts: There are four questions we will be asking attendees:

1. What do you need right now in terms of I.T. system fixes?
2. What I.T. system revisions or enhancements you would like to see in the near future?
3. Long term desires: What systems do you anticipate needing in the future?
4. Consolidated 10 year vision: What do you envision for our system over the next 10 years?

We could possibly collect ideas and post them on line. Then we could check them off as we complete them, this way people would be able to see that their input has made a difference.

We are hoping that as many SDSC members as possible will attend the meetings. We will communicate our attendance plans via email. We want a diverse crowd, not just Office of the Chancellor people.

Uniface Upgrades: There is going to be an issue with Vista. Compuware wants to charge us licensing fees again. We have an option to buy an operating system license for \$250K or to choose which operating system we will support such as XP which won't cost anything. Our options are being researched. This topic will be introduced at a future CIO WebEx call.

4. **Adjournment:** Meeting adjourned at 3:00 PM. Meeting notes submitted by Smitha Pennepalli, Smitha.Pennepalli@csu.mnscu.edu.