ConnectND Campus Advisory Committee  
Meeting Minutes  
December 20, 2007 Conference Call  
Mark Lowe, Peggy Lucke – Co-Chairs

**Members Present:**
Mark Lowe, DSU  
Joann Kitchens, LRSC  
Mary Iverson, MaSU  
Robin Wagner for Jonelle Watson, MiSU  
Jim Borkowski, MiSU-Bottineau  
Viet Doan, NDSU  
Peggy Lucke, UND  
Marcia Pritchert, VCSU  
Julie Schepp, NDUS

**HECN Present:**
Mick Pytlik  
Janie Adam  
Teri Thorsen  
Scott Mahar  
Jennifer Kunz  
Dorette Kerian

**Members Absent:**
Julie Schepp, NDUS  
Jeff Jacobs, BSC  
Mike Renk, NDSCS  
Brenda Wigness, WSC

I. **ND HEUG Update**

Jeff Jacobs was not present to give an update on ND HEUG. The committee discussed having each CAC representative bring forward the name of an individual from their institution to be on the 2008 planning committee. There was a suggestion to have some members of the 2007 committee carry over to 2008 in order to provide some continuity. Peggy will get the names of the 2007 committee members from Jeff and forward the list to CAC. CAC members are to ask 2007 members from their institution if they are willing to serve again. The 2008 committee will need to decide if the conference will be the same time of year. Teri Thorsen recommended using the same conference planner.

II. **Director’s Reports – Mick**

a. 3 software developer positions (of 5 or 6) remain open  
   i. HECN may look at hiring consultants to help with development needs

b. CRM  
   i. Functional evaluation complete  
   ii. Recommendation is contingent on product passing Technical Review  
   iii. Technical Review is being set up and a decision is to be made early 2008  
   iv. Pricing from vendor was not clear and needs to be clarified

c. Security Risk Assessment  
   i. Currently on hold due to limited staff resources and differences in the definition of security assessment. Technical staff believe that the risk assessment should cover issues such as network security against outside hacks and campuses feel that risk assessment should deal with issues of roles and permissions.

d. Disaster Recovery Plan  
   i. Will have backup by go-live

e. Data Warehouse
i. Needs to wait until CS 9.0 upgrade is complete  
ii. Need to plan what data needs to be extracted and what technical resources will be needed  
iii. It will be 90-180 days after go-live before resources can be re-allocated  
iv. Statewide Data Warehouse initiative is related to our effort, but is separate. The statewide system will only be a subset of our data.

III. Consolidated Workgroup Update – Viet Doan

The Consolidated Workgroup for SAP, Academic Standing, and GPA met after the December 12th Registrar’s meeting in Bismarck. The group primarily discussed differences in how their institutional and cumulative GPA is calculated based on transfer credit because it’s a key factor in the results of SAP and Academic Standing. A matrix was developed and distributed to the CAC which specified how each institution brought in transfer credit. There was a wide variety of practices due to institutional philosophies and policies. The group agreed that current practices could help a student at one institution when it could possibly be harming them should they transfer to another. The group agreed to have discussions at their institutions and work towards a system-wide standard for entering transfer credit. The group also concurred with the GPA workgroup’s recommendation for storing both GPAs in CS 9.0. By doing so, the student’s academic record would be more accurate and calculations for SAP and Academic Standing could be more accurate as well. The group plans to meet again via IVN in mid-February.

Viet was not sure if this was the direction HECN wanted the workgroup to go and asked for clarification. Mick stated that it was, indeed, the right direction. Peggy made a motion to support the Consolidated Workgroup’s direction and initiative to make common the practices of transfer credit entry and for storing institutional and cumulative GPA in CS 9.0. Motion passed.

IV. Campus Solutions Upgrade – Jennifer Kunz

a. UPK in testing and configuration  
b. Performing test moves  
   i. 2 test moves complete  
   ii. TEST environment is available – internal testing  
   iii. Round 2 of user testing scheduled for Feb. 6-13  
   iv. 3rd test move (to STAGE environment) starting Feb. 11  
c. Comparison analysis under way to identify customizations and determine priorities (priorities for fixes have been discussed with FUGs)  
d. Security Analysis  
   i. Consultant was hired to design/configure roles and permissions  
e. Portal configuration is to be completed in March. Branding will be implemented for institutions that submitted a brand.  
f. 3rd Party Software  
   i. Working through changes to Ad Astra, FAMIS, and Housing  
g. User testing in February is not integrated; testing in April is integrated  
h. Go live planning  
   i. Go live is targeted for mid-June
ii. mid-July is alternative
i. Communication
  i. IVN session on Jan. 3rd for FUG/CAC members
  ii. ConnectND Web site being upgraded

V. Institutional Reports/Announcements – skipped

VI. Director’s Report – Finance, Teri Thorsen

   a. Focused on upgrade
   b. Project plan being finalized
   c. Consultants being interviewed primarily with grant and technical experience
   d. Planning for integration testing between Finance and Campus Solutions
   e. Finance upgrade will have low impact on navigation and user interface with the exception of the Grants module, which has been revised significantly

VII. Director’s Report – Student Administration, Scott Mahar

   a. TouchNet – working with schools to finalize Market Place Suite
      i. Peggy recommended moving Payment Plan forward in TouchNet
   b. Housing – closing out project; 1 school is using online application
   c. Parking – moving into eBusiness and will demo for institutions
   d. FAMIS – working on system performance and looking at cost difference between hosted application and in-house application

VIII. Director’s Report – HRMS, Teri Thorsen

   a. Kronos upgrade complete
      i. Still need state to open firewall
   b. Windstar upgraded twice due to bug in first upgrade not being fixed until second upgrade

IX. Director’s Report – Application Systems Development, Janie Adam – No update

X. Director’s Report – SA Data Center, Dorette Kerian – No update

XI. Other

   a. Query Training
      i. Send Mick list of names who attended Nov/Dec training
      ii. Mick will send a message to the listserv to welcome new members and to let them know about the listserv

XII. Next Meeting – January 24, 2007

Respectfully submitted,
Viet Doan
North Dakota State University