ConnectND Campus Advisory Committee
Meeting Minutes
Thursday, January 26, 2012

Presiding: Joann Kitchens
Recording Secretary: Peggy Lucke

Members Present:
Jeff Jacobs, BSC; Jim Borkowski and Kara Bowen, DCB; Mark Lowe, DSU; Joann Kitchens, LRSC; Pam Braaten, MaSU; DeAnn Loll for Mike Renk, NDSCS; Amy Copas, NDUS System Office; Peggy Lucke, UND; Marcia Pritchert, VCSU.

Members Absent:
Jonelle Watson, MiSU; Viet Doan, NDSU; representative to be appointed from WSC; Nick Zaccardi, student representative.

ConnectND:
Mick Pytlik, Teri Thorsen, and Rick Anderson.

I. ConnectND Executive Director’s Report, Mick Pytlik

- Spring Semester Startup
  Things went smoothly with no major issues. Peak activity and logins per hour were slightly lower than last fall which broke previous records. There were a couple of times where activity in the data base was high. It was determined that some processes recommended not run during the day were being run. Further research showed the users running these processes were not on the Campus Solutions user listerv. Going forward SITS will look to restrict certain processes to certain times and expanding communication.

- Campus Solutions Director
  Mick has made a formal offer for the Campus Solutions Director position and expects the candidate to accept. The individual comes from outside the University System. She met with staff and Randall and once she is on board she will be introduced to campus users.

- Student Center Page
  Mick indicated he has nothing new to report on the student center page at this point. He is scheduling a meeting with Campus Solutions staff to dig into how this might be done. Peggy suggested this initiative would fit nicely into the SBHE Efficiency Initiatives.

- Mobile Applications
  Mick has looked at a couple of different vendors for an NDUS mobile application for PeopleSoft applications which would enable access to employee self- service and Campus Solutions for students, faculty and staff. Mick will be forwarding a recommendation to Randall in the next 10 days. This has been discussed with the CIO Council. For those campuses that are currently using the Blackboard application as their mobile application front end, they would add an icon for the NDUS mobile application. For those campuses that do not have a mobile application, they would get a URL to access the mobile app.

- Tuition and Fee Estimator
  SITS staff is currently fine tuning the tuition and fee estimator and will be adding tuition and fees for online courses. Campuses are currently being surveyed regarding online course tuition and fees.

- Other
  Jeff reported that BSC experienced extreme processing slowness during the semester start up. In addition, CS users are getting kicked out of the system 15-30 times per day, ever since the People Tools upgrade. Mick asked that help desk tickets be submitted whenever there is slow processing. He is working with Oracle on the problem with getting kicked out. JoAnn noted that her campus had issues with IE9 and not being able to have more than one window open at a time which was resolved by reverting back to IE8. Marcia indicated Valley City is on IE9 and has also had issues.
II. Institutional Reports/Announcements (2 minutes per report)
- Bismarck State College: Jeff asked for a query training update. Mick responded that the trainer is retiring so they need to find a trainer.
- Dakota College at Bottineau - no report.
- Dickinson State University - no report.
- Lake Region State College - no report.
- Mayville State University - no report.
- Minot State University - no report.
- North Dakota State College of Science - no report.
- North Dakota State University - no report.
- NDUS System Office - no report.
- University of North Dakota – Peggy reported she is serving with Tamara Barber and Brian Foisy with the Student Finance User group on a committee to review tuition and fee set up.
- Valley City State University – no report.
- Williston State College – Mick reported that Jan Solem has left WSC and no one has yet been appointed to fill her slot.

III. Directors Reports – Financials and HRMS, Teri Thorsen
- **Financials**
  - Campuses are preparing 1099s.
  - Nicci Strand is close to completing enhancements to the consolidated financials.
  - There was a very preliminary initial meeting on web based budget updates for the annual budgeting process targeting the next budget cycle for completion.
- **HR**
  - W2’s have been processed. This was the first year electronic delivery of W-2s was an option. System wide, 15% of the employees opted in. NDSU and UND had some printing issues with the W2’s which may have been related to the printer used (they used the same one).
  - IPEDS reporting process appears to be going smoothly.
  - Discussions have started regarding the SBHE maximizing efficiencies initiative. A group will be working on the retro funding distribution process. The three campuses using retros will outline their business process for how funding decisions are made and when, how often and why they are reversed.
  - The PEP project continues (separating HE from ND state government in the financial and HR databases) with the first of three rounds of testing. The third round will involve campus people. The testing will involve determining if the data is equivalent to what is in production.

IV. Directors Reports – Campus Solutions, Mick Pytlik
- Focus has been on the start of the semester, which went smoothly.
- **Ancillary systems**
  - Housing system has gone through an upgrade with Conduct Coordinator replacing Judicial Officer. The upgrade was more painful than expected. However, Adirondack was fantastic with helping to resolve issues.
  - Parking system has an upgrade to the Administrative Console just underway which will allow campuses more flexibility and control.

V. Data Center Report – Rick Anderson
- On January 12th there was a 30 minute outage during the day which impacted outbound traffic which the Data Center worked with ITD on. Whenever there is an outage, the Data Center evaluates what we can do to ensure the problem doesn’t happen again. When needed Randall gets involved to work with State CIO, which is very helpful.
- Prior to the start of the semester, the Data Center noticed tens of thousands log ins from a specific IP or site. They determined it was a site that goes out to higher education sites and tries to query and determine what courses are available. The site had a list of affiliated
entities, none from NDUS. The most recently hired DBA had a similar experience with the Georgia System. The Data Center ended up using technology to limit the number of connections that web site could make to limit the negative impact. If any institution knows they are working with entities that are collecting information out of Campus Solutions for courses, the Data Center would like to know.

VI. Other

- Pam indicated she was asked to invite Randall to the next Registrar’s Council meeting (February 8th over IVN) to visit about the document imaging initiative in the SBHE efficiency document. Mick said he has responsibility to shepherd that initiative from a SITS staff perspective and the March 2012 deadline is to lay out the plan for how to approach it. Mick has had preliminary discussion with Josh Riedy and Madhavi Marasinghe at UND to talk about what UND has done with Image Now. He wants to see if UND’s model might work across the system. Jeff asked if NDUS would have a single host server system. Mick responded that it’s too early to tell, but that will be part of the process.

Jeff noted that Image Now and workflow is huge and he suggests including campuses using Image Now with whatever committee Mick puts together to look at what we do now and what should we be doing. Marcia reported Valley City has a proposal in place with Image Now waiting for a decision.

VII. Next meeting February 23, 2012 – Aimee Copas - Recorder

Respectfully Submitted,

Peggy Lucke