



Applications Steering Committee

Meeting Minutes – 9/25/07

Present: Dan Burhcam, Rick Christner, Richard Cochran, Sandra Davison-Wilson, Don Flickinger, Denise Grinnell, Melanie Rice, Jennifer Thede, Karen Thompson, and Deb Yost

Absent: Kristen Salomonson, John Urbanick

Handouts (all were distributed electronically)

- On-line Direct Deposit Advices
- Change Management Process for Information Technology Services

New Business

1. Review Previous Minutes of July 31

The group didn't realize that the minutes were posted online so not everyone had reviewed them. Jennifer will send out a note with a link to the page.

2. What Mainframe? - Denise

Ferris is done using the mainframe; all the access has been turned off. We are trying to find buyers for the mainframe equipment.

3. ASC Recommendations

- People Admin – Rick
 - Plans are that People Admin may be delayed a month or so but the project will move ahead. The software is very vendor intensive and most work is offsite except for a few weeks that we need to commit Ferris staff to working with the vendor. Warren Hills and someone else will co-chair this in the absence of Adam Wetherell who took a new position.
- Temporary Staffing – Dan
 - One additional programmer added for report-writing – Dan spoke with President Eisler and he is willing to talk about it. Dan and Rick Duffett need to discuss the genesis of this position and funding needs for report writer. Will revisit next month.

4. Banner Funded Initiatives Status

- Banner Servers – Completed. Servers are in place and being used
- ODS Server – project delayed because of the SPAM issues on campus; utilized the server for SPAM but new server was ordered and should be in place by end of December
- MyFSU – Received upgrade funding for Luminis v4 and for parallel deployment. The quotes are coming in over budget so it is being evaluated to see what the options are. The Board also may need to approve the consulting fees; the October meeting will be missed so will have to wait until the Feb Board meeting. The consulting is for SCT to come in and deploy Luminis 4 and parallel deployment, but the budget issues have to be resolved before we commit to the consulting. We have to have Banner upgraded before we can upgrade Luminis; Banner will still be upgraded at Thanksgiving. The more people using FerrisConnect means more users are funneled through the portal. This creates a greater need for installing parallel deployment. 4000 students are on FerrisConnect for coursework (a 25% increase). A survey over the

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summer had good marks for IT. Richard said the job needs to be done right and there is growth in online classes, so the hardware needs to last for a while. The committee agreed that the project timeline is worth a delay so that the project can be done well and the gains last long-term.

5. Direct Deposit Recommendation – Rick

Finance is proposing that direct deposit (DD) printing be eliminated; info can be accessed on the web. This would eliminate the sorting and delivery of 4000 checks, so a great labor savings for the Payroll office. So far, there will be no change to those who do not do DD. Finance would like to start this Jan 2008, but need to make sure staff in Dining and Gen Svc have access to computers to look at their stubs – possibly have terminals, but FSU employees can check out laptops from FLITE; need to talk to them to see what ideas they have. The communication piece still needs to be written; The HR Team was appointed to write this. The group recommended that this be brought forward to Pres Council.

6. Change Management – Denise

IT services utilizes change management (CM) to manage the changes to services Ferris provides and make sure that people are notified. The services are broken into tiers. Richard said the colleges are not having regular meetings with IT Services; he was concerned that an academic representative is not included in the CM loop. He would prefer to see the mechanism for alerting/including academics spelled out in the document and include academics in CM for significant changes that are planned. Denise will take this request back to the IT managers to consider how to better communicate CM with the colleges. The newsletter put out for Academics/Administrative customers by Scott Thede was praised. Denise was asked to update the Dean's Council and was welcomed to attend that meeting. Sandy requested that GR/KCAD be included the CM list.

7. FACT Meeting Issues – Denise

- Electronic & Printed Directories – concerns about having students' home addresses and phone #'s in there and that they can be solicited by vendors. There is a movement to decide whether we should or shouldn't do this; OK by FERPA. Recent federal regulations have come in and are being reviewed by General Council. However even if it is allowed, do we want to do this? An online directory without home addresses and phone numbers would protect the student. If only an internal on-line directory was recommended, many more stakeholders' input needs to be sought. The Portal Advisory Council should weigh-in on the discussion, too. This year, the printed directory is still going to the printers because the vendor contracts had already been secured.
- Non-Employees with login access to Ferris' systems – these would be clinical people off-site, pharmacy proctors, and athletic volunteers, etc. Issues of licensing per FTE is impacted by people who aren't counted as staff but use various licensed databases or software (ex. FLITE databases). Can we create a special role in the portal that would limit access? Both issues are at Gen Council right now.

8. Meeting Schedule

Tuesday, Oct. 30th @ 2:00pm