Applications Steering Committee

Meeting Mintues – 2/26/08

Present: Don Flickinger, John Urbanick, Jennifer Thede, Melanie Rice, Kristen Salomonson, Rick Christner, Deb Yost

Absent: Sandra Davison-Wilson, Dan Burcham, Richard Cochran, Denise Grinnell, Karen Thompson

New Business
1. Review Previous Minutes of January 21
   - The minutes of Jan. 21 were approved.

2. Unit Action Planning
   - In A&F, items that needed funding are submitted in an additional report
   - From IT Services
     o Banner maintenance increase
     o PeopleAdmin maintenance
     o PC Replacement
        ▪ There were concerns about computers for students not being replaced because they are not "primary"; however these computers may be just as utilized as ones by a FT person, it was asked that consideration be given to non-primary replacement. Academic lab replacement was not included in the UAP presentation though it is included in the unit action plans. The resources request will need to be carried forward by Academic Affairs if determined a priority.
     o WorkFlow
        ▪ FT Temp position for WorkFlow and training
     o Software licensing for Xtender and WebFOCUS (Also put forward by AA)
     o Mobile computing encryption
     o High availability for Oracle servers
   - Intern to develop Banner and other IT online training modules (part of diversity plan)
   - CAPP came out of advising taskforce; requires FT continuing person (and maybe one FT temp) and project $$ to get implemented. The ASC agreed this needs to move forward
   - From Rick Christner in Finance
     o MarketPlace, Kronos, Evisions will be moved forward by Rick C
   - FerrisConnect costs to be include in FerrisConnect budget requests from Dean Teahan
   - Recommendation to Pres Council from ASC may be drafted later like it was last year, depending on what comes out of UAP (e.g. software compliance licenses)

3. Presidents Council Issues – Updates

   - Student Email Strategy – John
     o John met with the President and he was supportive; wants to make sure we do email for life for students
     o Google mail and Merit mail have been looked at; Microsoft is also an option but hasn't been investigated yet
     o Plan to have new student email implemented by fall semester

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- FERPA statement acknowledgement on Banner – Kristen
  - Pres Council is supportive to put a FERPA statement up and supported the 120 day window between reminders. Language will be a FERPA reminder that has one button that says "continue". This should be ready in three weeks or so.
- FERPA issues for Student workers on Xtender – Kristen
  - Pres Council decided that students working for departments will be allowed view-only access to Xtender documents. It is the department's responsibility to hold the passwords and iterate the importance of data security to the students.
- Xtender access for Faculty & Confidentiality Form - Kristen or Dan
  - Pres Council agreed that faculty will be given SSB access to Xtender without having to sign additional forms; it will be consistent with access to other products
- Volunteer faculty access to Banner & Ferris Connect - Don
  - There is a process in place to send security forms to volunteer faculty for data access; this was mainly granted so they would have access to FerrisConnect, not Banner
  - Kristen was recognized and commended for her contribution on clarifying student access needs to Pres Council and getting everyone to understand so things could move forward

FACT Meeting Updates

- Upgrading AppWorx in March; will do test first
- Implementing MarketPlace in Feb/March; need a lot of testing
- FerrisConnect Upgrade during spring break, March 12&13
- MyFSU Upgrade May 12 -16
- Intellicheck – no update
- Oracle this summer
- Xtender GoLive – no update
- Everyone on the committee is doing a good job of time and schedule management

Annual IT Survey

- John thought it would be good to add Banner feedback into the annual IT survey.
- Group reviewed the questions from the last IT survey and thought some questions need more clarity (give examples or list ways to obtain support)

Round Table

- Kristen
  - Concerns about how to contact students in case of emergency such as a campus assault. Until CityWatch* is implemented a contingency plan is in place. MyFSU, emails, auto-mated phone message to campus.
- Rick
  - Plante&Moran survey on mobile security. One big issue was data classification and Rick wondered how that was being addressed. Lori Henderson has begun this; John will put it on the next agenda for an update.

* CityWatch is a mass communication tool that can send messages to targeted geographic areas