



Applications Steering Committee

Agenda – April 30, 2009

Present: Deb Yost, Don Flickinger, Denise Grinnell, John Urbanick, Kristen Salamonson, Jennifer Thede, Leah Monger, Robin Getz, Mary Kay MacIver, Amy Buse

Review Minutes – Previous minutes approved

Review Current Projects List – Denise

Top active projects for Enterprise and Applications Technology Services were reviewed. Laptop Encryption is still top project and they are now reviewing the users with laptops that are most at risk. Another top project is trying to get backups working reliably. F5 clustering is a new project for FerrisConnect. Trying to get web server stable and clean up security. Gmail for alumni is in process and will be done by July 1. If retirees qualify for Emeriti status, then they get email.

Divisional IT Projects - All

- Degree Works -
- Housing – the housing online room reservation system is going to wait until 2011
- Project Portfolio Management – this is a top initiative for IT. There is an RFI out to different PPM vendors and hope to narrow to three to bring on campus. This would be crafted toward IT projects and not necessarily usable by all of campus. Robin asked if there was a portfolio management solution for assessment, and TracDat may be a viable solution. LiveText is the software the students use to put together a portfolio.
- Amy said there is a lot of talk about WebX and Tegrity and trying to get the software into the hands of the right people. Amy said projects are larger than just the IT part and they also involve training and rolling it out. Don said that after IT is out of the loop, that's when the FCTL becomes involved. It's important to remember that projects need to go from implementation to ongoing operational.
- Kristen shared that her staff is working on DegreeWorks. The other project is a server to support their EMAS service which manages their enrollment process. EMAS was a board-approved solution which has several modules and will be put in place for a minimum of five years. By hosting the server at Ferris, changes will be easier to make.
- Don said DegreeWorks was the only new IT initiative in Academic Affairs.
- Mary Kay reported no new IT-related initiatives. UA&M is reviewing how to approach web management and perhaps take a team approach. This is a huge project and a draft charter has been created, but discussions are in early stages. Amy said she would like to be included in those discussions. John said they are trying to look at other things to like content management or outsourcing. This would be for the next planning cycle.



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- Deb Yost said that General Counsel does not have any IT initiatives
- Robin is working with a web development company in GR on the Kendall website. Also, technicians at Kendall and Big Rapids are separating services from FSUGR which will allow more freedom to do projects, upgrades, etc., without being dependant on one another. Doing a blog with a school in China and students will visit Kendall.
- Leah said that the library would like VoIP phones installed in some instructional rooms included in the first few phases of classroom phones. Amy suggested that buildings be consulted again to help prioritize what rooms get done. Don said the list should be brought back to the deans to review again before proceeding.

ASC Project Management & Prioritization

- Project Definition Discussion – John said that he, Denise, and Amy have worked hard on what defines a project and shared with staff; very close to finalizing the document. Denise said past projects and related maintenance to keep those solutions going cannot come at the expense of new projects. The group reviewed the draft document and agreed that it needs to be more clear as far as 80 hrs vs. 4 hrs. Denise said that there is a problem with staff prioritizing all the requests that come in. Also, there needs to be a distinction between institutional funds already in place and if a project needs new software or equipment. The document needs to be clear so that end users don't keep doing what they've done for lack of understanding. Needs to meet two criteria. John is going to hold another meeting to make wording more clear. Will clarify bullet #3 about dollars.
- Project Process Discussion – Denise reviewed the process for requesting a project. This process assumes that the RFP process has been completed.
- Project Prioritization Discussion

IT Annual Plans – John

- John shared the list of all A&F initiatives that were approved at Vice Presidential Level and moved forward for review; these are yet to be approved. If questions, contact John.

Round Table

- Leah said the Ikon contract is past renewal so Purchasing put out an RFO. Ikon will most likely be chosen again
- Denise said that server security is a hot topic and it is challenging to find balance between managing security to allow work to get done and managing risk for the University.

ADJOURNMENT