

ASDS Steering Committee
November 27, 2007
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Present: Allen Berger, Tracy Bigney, Charlie Bonin, Dick Campbell, Ralph Caruso, Tracy Elliott, Sue Hunter, Dick Kimball, Eddie Meisner, Cindy Mitchell, John Murphy, Laurie Pruett, Robin Sherman, Joanne Yestranski

1. Updates on software implementations

a. Financial Aid. The entire production support team is at work developing the necessary interface between PeopleSoft and Financier. Chris Bell is helping to move things along and to manage communication with financial aid directors. Cindy believes the project is in good shape. Wolfpack support has been extended through this period. The interface will run nightly; there will be no real-time interface as we are presently accustomed to. This will be a change in business, and training for financial aid staff will be needed.

The Financial Aid IDP team is staying with the schedule already outlined, which allows them to be home on their campuses from December 12 through March 15, but still paying attention to IDP work. Consultants are on the campuses now. When they return to the Bangor office, the next steps will be planned. A great deal has been accomplished in the last six to eight weeks.

b. Student Records. UAT for enrollment processing and term maintenance is occurring Monday through Thursday this week, and “so far, so good.” Two campuses—UMaine and UMM—plan to “throw over the fence,” meaning that when an enrollment deposit is paid, the student’s record will go directly into PeopleSoft SR, even before the system-wide go-live.

Conversion. Cindy’s team is presently evaluating each institution’s conversion issues and determining a reasonable approach for each university. Generally, the campuses are enthusiastic about where they are with regard to conversion. It is true that “all academic history” must be in place before prerequisite checking can occur. If the history conversion (anything in ISIS) is not complete, then prereq checking will be compromised. Darren-Michael is working with each campus to create a “now-to-go-live” timeline. Cindy said that existing data are being analyzed, as well as the effort that might be saved by converting only active files, as a contingency. More information about the conversion effort will be presented to the Sponsors at their meeting on December 6.

c. Student Financials. A very positive cashing UAT for all institutions took place in early November, also including refunding through accounts payable. USM and UMF are scheduled to go into production tomorrow. Campus Financials self-service (enrollment deposits) will be moved to production next week. [Since this meeting we have learned there may be some reticence on the part of some Admissions Directors to use self-service enrollment deposits.] Also planned for next week is a spring 2008 tuition & fees calculation simulation test. Third party billing is almost complete; payment plans are being worked on now.

2. Update on communications and training

a. Eddie shared an array of communications items and suggestions that might be employed by the campuses, and stressed the need for campus initiative in communicating with students and staff because so many processes are campus-specific. She will make templates of various materials (brochure, poster, flyers) available electronically to Steering Committee members and to campuses.

b. Robin noted that she and Eddie will be revisiting campuses in the next few weeks to talk about communications and to establish timelines for training, types of training needed, campus-specific materials where necessary, etc. She will also demonstrate UPK. Links to the UPK player will be available on the MaineStreet portal very soon (including Financials and HR as well as Campus Solutions).

Campus visit schedule: UMaine=November 9. UMA=November 29; USM=November 30; UMPI=December 6; UMFK=December 7; UMF=week of December 10; UMM=week of December 17.

3. Budgetary matters

Postponed until a future meeting so further internal discussion can occur.

4. Oracle Insight project

Joanne explained that Oracle has offered to provide this free service, not at an additional cost, to its most valued clients. A team of professionals (separate from their consultants) will look at Financials and HR—areas in which we have using their product for a while—and determine where there are possibilities for improvements. She noted that we did not do much business process redesign in Financials or HR, so we are probably not maximizing our use of the available technology in those areas.

The Oracle team will interview executives, functional area users centrally and from campuses, and then analyze and provide a report with assessment, recommendations, best practices in the industry, and payback benefits if we implement the recommendations. The BOT Finance Committee and the Ad Hoc Technology Committee are enthusiastic about this process, which will occur in late January to early February for a few weeks.

A detailed schedule, timeline, and identification of groups for interviews should be available by next week.

5. Status of Shared Processing Center

Ralph reported that yesterday 400 applications were received; 200 were already pushed through to the campuses yesterday after scanning and linking. The turnaround time is 24-36 hours.

Interviews are taking place this week to replace one permanent employee who is transferring to UMA.

Tracy Bigney said that the Chancellor is adding a position to System-wide Services for “Student Success and Support Systems,” reporting directly to the Chancellor. This position will include directorship of the SPC. It is anticipated that the Board will approve a fixed-length position (not an ongoing appointment) in January.

Tracy emphasized that this position will have responsibility not just for technology systems, but will also work with the VCAA on student support issues (relationships for articulation agreements with the community colleges, working in the K-20 arena in the state, et al.).

Allen wondered whether this would mean less day-to-day oversight of the SPC. Ralph said that he will be closely involved with the Center until the end of this fiscal year,

and will make sure that there is enough oversight to ensure that things continue to go well. There may also be a shifting of responsibilities in the Center. Many improvements have been made and the SPC is in a much better place than it was a year ago; the SPC team is now experienced, as well.

As a final note, Ralph said that 2,200,000 documents—for admissions, financial aid, sponsored programs—have been scanned in by the Shared Processing Center since the inception of document imaging.

The meeting was adjourned.

Respectfully submitted,
Eddie Meisner, Recorder