

ASDS Steering Committee
September 25, 2007
via Polycom

Present: Allen Berger, Tracy Bigney, Tony Brinkley, Dick Campbell, Ralph Caruso, Tracy Elliott, Jon Henry, Cindy Mitchell, Darren-Michael Yocum, Joanne Yestramski

1. Report on Trustee Ad Hoc Technology Committee: Ralph and Joanne met with members of this group to plan for a meeting of the committee on October 15. A draft of a proposed agenda is attached to these minutes. The committee is interested in general infrastructure as much as in the Oracle/PeopleSoft implementations. PriceWaterhouseCoopers, Oracle, and CedarCrestone have all been consulted about post-assessments of our past implementations.

2. Report on Presidents meeting on September 13: The presidents received the implementation schedule and recommendations for contingency planning from the student sponsors. Ralph reported that the discussion went very well and the presidents were engaged. A contingency plan is needed for financial aid. We are still full speed ahead with our go-live timeline, but this plan will provide an emergency option just in case. Anticipated cost would be about \$10K to Wolfpack and use of internal expertise to maintain a very minimal interface with Financier. This is for insurance only, upon which we do not wish to draw.

Ralph and Allen also noted that the presidents understand the need for enthusiasm and support for the project, and that it needs to come from the top in order to get campus involvement in all the training that is needed.

3. Financial Aid IDP: Additional consulting resources have been secured and the IDP team has now been divided into two groups. (In fact, resources have been added to all three IDP teams.) Darren-Michael said that the teams are really seeing that in the smaller groups they now can spend time on individual problems and can get more accomplished in general. He has also begun meeting one-on-one with campus team members. Some campuses have declined the need for these individual sessions for now, but may take advantage of the opportunity later on.

Student Records IDPs are ongoing with direct access to one of our long-time consultants. Distance education pieces will be coordinated by a consultant working with IDPs as appropriate; this process will begin in October. Query training and mass change training will be provided to IDP teams as appropriate.

4. Implementation Progress Reports: Darren-Michael has prepared forthright, helpful, and complete individualized reports for each campus, focusing on where we are today. He noted that all institutions have now met the deadline for getting course catalog information into production. It is now there and will be maintained there henceforth. The supporting tables for class scheduling are also there. This is a significant milestone met, and results in a big switch in mentality, as we are now maintaining all of this in PeopleSoft.

A Very Big Question: how will institutions work with faculty members? Individual campuses will make determinations about how the faculty center hub in PS will be implemented. Leadership on each campus will be needed. Faculty will need to know that tools provided in PS will be (at least!) equal to what they are used to in Web DSIS.

Tony said that at UMaine, the faculty don't yet have a sense of what they will be expected to do, and don't really understand how quickly they need to be ready for this change. Sue Hunter is meeting with associate deans and directors across the campus. Tony suggested that a standard statement in print should go out to faculty to support what Sue is saying, and also wondered whether someone from the System might meet with union representatives. It will be important to address the added value for faculty—how will their lives be easier/better with this?

Clarification about each campus' plans with regard to the faculty center and other expectations for faculty are needed. Ralph has been invited to attend the next meeting of the Chief Academic Officers on October 10, so he will discuss these issues with the CAOs at that time. Darren-Michael has presented information about the faculty center at UMPI, and it has also been presented at UMF. Cindy will see that Robin Sherman has a copy of the faculty center presentation info to share with campus training coordinators as needed.

Allen added that a similar presentation was done at UMF for academic department Administrative Assistants to get them on board and enthused, especially about class schedule building.

The Steering Committee can help to make sure that ongoing cross-functional campus meetings take place, especially on the larger campuses, so everyone is aware of what is going on.

5. Upcoming Critical Milestones: Darren-Michael reported that the application fee calculations and posting process in Student Financials will be live on October 1. A majority of the posting will be done at the Shared Processing Center. The e-application will go into production simultaneously as will TouchNet. These go-lives will increase activity for the SWS production support team.

User Acceptance Testing for test and transfer credit and enrollment deposits is scheduled for next week (week of October 1-5). Test and transfer credit will be continually added to and updated as feeder schools for transfer students change from year to year.

It was noted that our implementation milestones have been designed to give us room to react and change if necessary. There are “step-down” alternatives that the larger campuses especially should look at while considering conversion of historical data. For example, perhaps it would make sense to convert only five years or so of historical data right now, and catch the rest at a later time.

Also, not every available business process needs to be perfect at this time; we need to focus now on the ones that must be ready in order for us to make this happen successfully.

Tony wondered whether campus representatives at the decision-making level are clear about what has to be done and what does not need to be done in order to make this work.

Cindy noted that the governance structure can help with decision making.

6. Status of upcoming readiness audit (for Financial Aid only):

PriceWaterhouseCoopers will be here next week. Ralph provided two slides that indicate the types of documentation and individuals that PWC is interested in reviewing/interviewing. He noted that the analyst(s) should have at least one conversation with a Steering Committee member who is not already in another group. The interview schedule times and more details will be sent out next week. It is hoped that this assessment will be of value to us and the Board of Trustees. The Board’s audit committee will meet on November 4. A Steering Committee meeting after October 18 is needed so everyone is informed before November 4. Ralph said that we have a commitment from PWC that this audit will be done well, and we will hold them to it.

Allen and Cindy both observed that we have been working on Financial Aid for one year less than the other implementations, and so much depends upon it. We cannot afford not to do it right.

We will not be instituting readiness assessments for Student Records or Student Financials, as they are being staged incrementally, rather than all at once. In addition, because of the time that has already been spent on those, our own internal levels of expertise in these areas are much greater.

The meeting was adjourned.

Respectfully submitted,
Eddie Meisner, Recorder

Proposed agenda for IT ad hoc board committee meeting on Oct 15

1. Overview of System IT services
 - a. Organization of centralized services
 - b. Organizations served
 - c. Budget
 - d. Campus based IT operations

2. Past accomplishments and future objectives of System IT services
 - a. Accomplishments resulting from \$3 million IT state bond received in 2003
 - b. Future plans and priorities for the next 5 years (including of course, PeopleSoft)

3. PeopleSoft implementation
 - a. Governance
 - b. Timeline
 - c. Progress to date/lessons learned
 - d. Risk strategies
 - e. Post and pre implementation assessments
 - f. Education materials to be mailed in advance
 - g. Next steps, including the selection of a consultant for post implementation assessment of HR and Finance