

Applications Steering Committee

Meeting Minutes – 10/30/07

Present: Dan Burcham, Rick Christner, Richard Cochran, Don Flickinger, Denise Grinnell, Jennifer Thede, Kristen Salomonson, Karen Thompson, John Urbanick, Deb Yost

Absent: Sandra Davison-Wilson,

Handouts

- Agenda
- Previous minutes from 7/31 & 9/25
- Information Services UAP's from last year
- ITS Department Name Change

New Business

1. Review Previous Minutes of July 31 & September 25 (handouts)

- Both sets of minutes were approved.

2. ASC Recommendations

- Temporary Staffing – John
 - With previous committee recommendations, there has been much success. One thing on hold was staffing addition for report writer. The President did approve funding for extending the FT temporary position. Current person in the position is doing a wonderful job in the report writer role. Denise and Kristen are going to work with Academic side to produce reports more quickly. Richard said the support for the position was to reduce the backlog of reports. Current known backlog is 45 reports with Jerome finishing approximately 8/wk. Denise said she needs to meet with the end users to find out the next batch of reports that are needed and does not want anyone to hold back any requests because we have someone in place that knows the system and has been successful. Kristen said she and Denise will be meeting more often with the people requesting reports. John said there was a weekly meeting that prioritized academic needs and Kristen said that meeting is happening bi-weekly now, but she will double check and continue that involvement. Richard said Deans' Council is going to focus on what type of reports is valuable and is going to reconsider the kind of data being collected. He said he made sure that Banner generated data reports to support accreditation efforts is being evaluated and suggested touching base with Don Flickinger to inform him that we have someone that can help with that. Richard said the general tone is to have data driven decision making; Kristen said that we are well-poised to get involved.

3. IS&T Department Name Change (handout)

- Information Technology Services (previously Information Services & Telecommunications)
 - Announcement to go out soon (Nov. 8); need to update all of the web pages first
 - Units have new names with the exception of TAC; unit managers are not changing



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4. Unit Action Planning (handout)

- IS&T Unit retreats are occurring and UAP's are one of the topics.
- John thought the ASC should be thinking of UAP's to support our charge and how should we bring the ideas forward so there is a unified recommendation. He doesn't want to lose an opportunity to share ideas and unify plans.
- There is a committee to review the UAP process and figure out how to attach requests to strategic planning, but plans for one more year will continue, but to what degree of formality? President to announce.
- John's intent is to focus on the charge of this group and move those issues of high priority forward. Richard referenced data-driven decision making.
- Dan said concerns are temp positions and if we hold to the 3 yr rule some good people may be lost or others are spread so thin that big wins will be when divisions work together and integrate services where efficiencies can be gained. When different divisions work together, the President will give thoughtful consideration.
- Karen said maybe we can strategically move positions created for a certain type of work into a different kind of position – utilize employees that are already trained and know Ferris for other duties (flexibility)
- Visit teams and focus differently on UAP's and find out what we should be looking at that we might not be doing, i.e. changes in technology.
- Don said we need to get the direction from the President and communicate both ways.
- Richard has a concern that a lot of money is going to be spent on priorities that SPARC is involved in, but many of the committee members did not think that would be this year. Dan said it will be a truncated process that happens earlier and John is concerned that we need to get our ideas in soon. Use ground-up approach and meet with functional teams.
- John and Denise to attend the next Deans' Council Tuesday for IT update and all ASC teams to discuss UAP's.

5. FACT Meeting Issues – Denise

- Banner upgrade is coming up; it's been tested in a development database by programmers and now end-users are testing the upgrades in Banner general and Banner student. One change is that we can search by SS# in the ID field. If the testing goes well, it will be put in over Thanksgiving break.

6. Meeting Schedule

Tuesday, Nov. 27th @ 2:00pm. The committee will hold a meeting in December before break.

Old Business

1. Change Management

- Academic notification – How can IT better communicate CM? Add the point person for departments as a peer reviewer, external from IT. This will allow the department to be fully involved from beginning to end, so department notification is better. John showed the CM database in Lotus Notes. Richard said that the right set of people set to review a CM is essential and said it would be good to have a specific list of users to choose from rather than the whole Ferris address book. Denise said she will request point people from academics to put in as peer reviewer. Richard said if an outcomes assessment was done to see if CM worked properly, you could evaluate it quickly. Need to be detailed in CM. John said the teams did do a good job at CM and the services we have are reflective of that.
- Kendall notification – Kendall and FSUGR have been in the CM loop for the past few years, and that will continue

2. Direct Deposits

- Both Rick Christner and John Urbanick have worked to move the DD recommendation forward with Dr. Duffett, but it is in a holding pattern. Communication is the issue, not technical problems. Rick is trying to move that forward, but there may be reluctance; it may progress if VP Burcham and VP Duffett recommend this. Rick Christner did provide Dr. Duffett data on what other schools are doing. To reiterate, checks would not be generated for those who elected for Dir. Deposit, but if you were receiving a regular check, it would still print; this is not a forced Dir. Deposit