

Minutes of IT Steering Group Meeting, June 16, 2008 10:30 AM

Present: Mike Suzor, Janet Wanczyk, Walter Korzeniowski, Dave Ferry, Eileen Cusick, Kevin Mallett.

The March 24, 2008 meeting minutes were emailed on March 25, 2008; no corrections received. Minutes of that meeting were included in the packet distributed at this meeting.

I. Follow-up items discussed:

- a) Status of IT Policy and Planning Proposal Forms received:

FY06-003 Effective/Timely Access to 'Complete' Management Information

The RFP was received, and "shelved" for the time being, due to lack of funding. The institution is still in need of a data mart, and the College does suffer from not having it. Reports are being generated/ sent, but analysis/ decisions making based on the data is not happening to the extent it "could". The College should consider a migration off of Unidata data base to SQL. The IT Staff will develop a plan to upgrade/ migrate the current system. A technical person would be required in this plan. It is estimated that Datatel will stop supporting Unidata within a few years; new clients are on either SQL or Oracle platforms. If the upgrade is considered a "re-implementation", then the College should consider going to market for this project. The theme for the upgrade/ migration is to "get the data out of jail". Eileen will ask Datatel about hosting opportunities; this would move from capital to operating expense. Eileen will stress to Datatel the heat being felt on this project, and what can Datatel do to help get STCC to where it needs to be. Kevin spoke about "cloud computing" and the shift away from the customer holding the computer on campus. There is a target date of FY2010 for this project. The IT Staff will work on the details, including staffing requirements.

FY06-006 Data Entry Standards

This initiative continues between the IT Staff and user offices; it will be an on-going process; procedures are now in place to identify/ recognize the need for standards. Because a procedure is now in place, and there is self-discipline, this proposal can be moved to the "completed" folder, with appropriate comments.

FY06-010 Develop Wireless Policy

This initiative is being worked on, and should be presented to this group for review at the October 2008 meeting. Managed wireless will be deployed over the summer months.

FY07-001 Remote Access Policy

This initiative is currently being re-worked, per IT Steering Group. This should be presented for review at the October 2008 meeting.

FY07-002 Maximize use of Technology in IR

IR position interviews completed; there should be a hiring announced shortly.

II New Items

- a) Change request to Policy on the Use of STCC Information Technology Resources. The IT Staff requests that the wording under, 3. Unacceptable Uses of STCC Information Technology Resources, the 14th bullet, be modified to add the phrase “and/ or storage”. The 14th bullet will now read “to consume excessive bandwidth and/ or storage as determined by STCC officials in their sole discretion; or”. Members of the committee present agreed unanimously. The IT Staff will make the change, and post the updated version on the web.
- b) “Other” needs/ requirements coming up: HR, PCI Compliance, FERPA. Eileen indicated that there are projects that will need IT resources, in particular, time, as the College determines its needs related to upcoming mandates, changes. This information was being provided as an “FYI”; the actual details of what changes are needed is unknown. The HR project is still in the discovery phase. The PCI Compliance self-audit has been conducted, and is in a holding pattern. New FERPA regulations are expected to be published in August, 2008. Areas of concern include the use of student ID number, and how it can/ cannot be used on campus.
- c) Datatel 2008 Technology Directions – webinar Wednesday, June 18, 2008 at 3:30 PM; geared toward VPs and CIOs. Eileen has signed up for this webinar and invite all to join her. Meeting will be held in 02/114 beginning at 3:30 PM.
- d) 5th Annual MA State Datatel User’s Group Meeting, June 19, 2008 02/7th floor; 9:30 AM – 4 PM. Eileen indicated that there is representation from 4 of the 6 Datatel state institutions, and a smaller number of attendees anticipated. But, the attendees are heavy users, and so Eileen expects the meeting will be a strong working meeting.
- e) Other: Per request at the March 24 IT Steering Group meeting, Eileen researched the Blackbaud system concerning student information systems (SIS). Blackbaud launched a new SIS in October 2007, for small institutions. Their focus was on Admissions, including demographic analysis, Registrar and IR reporting (easy-to-use query, reporting tools), financial/ student billing, forecasting/ budgeting, faculty portal, and student portal. The product is not scaled yet to institutions the size of STCC. On institution utilizing this SIS is Ursinus College, student population ~ 1,600.

Next meeting: October 6, 2008 (tentative) at 10:30 AM, President’s Conference Room. The IT Steering Group adjourned, 11:47 AM