

## **Minutes of IT Steering Group Meeting, June 11, 2007 10:00 AM**

Present: Myra Smith, Mike Suzor, Pat Tigue, Janet Wanczyk, Tommy Goodrow, Walter Korzeniowski, Kevin Mallett, Dave Ferry, Eileen Cusick; guests Ray Blair, Richard Parkin, Chris Tigue, Louisa Davis-Freeman, Matt Gravel, Marion Cronin

No changes were received to the March 12, 2007 meeting minutes.

### **I. Follow-up Items**

- a) Status of IT Policy and Planning Proposal Forms received:
  - FY06-005 Email\* see notes under New Items: Electronic communications, below.
  - FY06-003 Implement Data Mart – Consider Achieve the Dream will deal with retention and data. A consultant will be brought in, and these issues will be discussed.
  - FY06-006 Data Entry Standards – not discussed today.
  - FY06-010 Develop Wireless Policy – not discussed today.
  - FY07-001 Remote Access Policy – not discussed today.
  - FY07-002 Maximize use of Technology in IR – not discussed today.
  
- b) Data 101 Course – next steps? – not discussed today.
- c) Other IT Initiatives “in the works”\* see notes under New Items: Status of IT Projects/ Purchases FY08, below.

### **II. New Items**

- a) Electronic Communications: Ira invited guests to be part of this discussion.
  - Emergency Response System: the State has secured the money for two years, should any state college choose to buy into the plan. After the initial two years, each college will be responsible for their own costs. Final choices have not yet been made by those representing higher education. From the point of view of Campus Police/ Security, this is a non-issue, and STCC will participate. Yet to be determined is “who” will be the administrators of the emergency messages. Representatives from Enrollment Management, Counseling, Campus Police, and IT will attend Friday’s 6/15/07 Massachusetts Board of Higher Education Symposium on Campus Safety, at UMASS Boston. More will be known after Friday’s symposium on the product decisions made.
  
  - General (non-emergency) student communications: Emergency response systems can be part of non-emergency communications.

Matt indicated that text messages would not work for Registrar communications. Chris indicated that STCC is only one of two community colleges in the state without student email (note: STCC did have student email in the 1990s). Question of whether the college “missed the train” on student email was discussed. Email will not replace snail mail. Kevin reiterated that the campus needs good information and the ability to communicate. This needs a student email system to accomplish that goal. He also strongly advised the importance of branding on student email. The institution should consider student email as a cost of doing business. Pat suggested that the Achieve the Dream consultant (yet to be hired) be asked about student email, particularly as it related to retention. Chris strongly advised that, if the College wants to use student email as an official means of communication, for past students, potential students, etc., the College should not want to rely on “other” email addressed. Janet indicated that the snail mail breakdown shows what areas utilize snail mail. She also indicated that no community college uses email as a substitute for the administrative burden of snail mail. The community college faculty will use for communications with students. Consider student communications as a mix, including snail mail, emergency response, email, and portal. Michael referred to the most recent RFP for student email for specifications on questions.

- o Eileen will review/ distribute portal information. Portal presentation will be given by Datatel at NERDUG in July. Exact date/time, TBA.
- b) “The WebAdvisor Experience” (Marion Cronin): Marion’s demonstration of WebAdvisor for Students, for Faculty, and for Staff, on hold, per request by Michael. The president has agreed to a demonstration of the product; Eileen will schedule with Ruthie and with Marion.
- c) Rediker Software Re-cap: Rediker software demonstration held during the regular June Information Systems Team meeting. Rediker Software Company utilizes partner for much of their offerings. There is very little “in-house” expertise; the product is a standard that works well for most preK-12 schools. They have no competitive edge in higher education. The owner will work with STCC, but we would be the test case for their changes. Janet indicated that the State must approve financial systems used by the College, and the Rediker financial package is not strong.
- d) Report on Datatel Business Action Plan: To be held 7/26/07, at 2 PM (location to be announced). This will be a high-level management overview of the Datatel audit conducted on campus in May. President and IT Steering group to be invited; location TBA. Report will be distributed to the group in advance of the meeting.
- e) Status of IT Projects/Purchases FY08: Today’s package includes IT Strategic Plan for upcoming projects. TELP purchases are indicated in the second column of the worksheet, as FY08 TELP.

- f) CCLA Project Update (Secure IT Infrastructure): Status of the project included in today's meeting packet. Eileen will forward completed project to the IT Steering Group in July.
- g) Schedule of Meetings, FY2008 (Sept, Dec, Mar & June): All are in agreement that the listed months are good for IT Steering Group meetings. Eileen will schedule meetings with the President's Office. Tentative next meeting will be September 24, 2007 (Eileen will confirm).
- h) Other – no other items

Meeting adjourned at 11:45 AM.

**Next meeting (tentative) Sept 24, 2007**