

Minutes of IT Steering Group Meeting, March 6, 2006 10 AM

Present: Gail Carberry, Mike Suzor, Pat Tigue, Steve Keller, Janet Wanczyk, Ray Blair, Louisa Davis-Freeman, Dave Ferry, Eileen Cusick, Kevin Mallett

Minutes of the November 14, 2005 meeting were emailed on November 15, 2005, and again on March 3, 2006; no changes received.

I. Follow-up items discussed:

- a) Marketing – Ira sent the announcement to the Campus on December 14, 2005. (Thank you Mike Suzor and Ira Rubenzahl)
- b) Status of IT Policy and Planning Proposal Forms received:

FY06-005 Email

Ray reviewed the status of the Request for Information (RFI). Target for having email in place is for the Fall 2006 semester, but this will depend in large part upon the product/vendor selected, and the level of service decided (server hosted on-campus or off-campus). The target date to send out the Request for Proposal (RFP) is by April 1, 2006. The question of when the solution would be in production will be posed to vendors for the RFP. Policies are currently “in the works”. Kevin strongly suggested that the emphasis be on getting the email tool in production, and then work out the rules; the policies could take up to one year have in place. Mike indicated that benchmarks should be set, in terms of time lines. When getting pricing, look to lock in a % increase on prices. 60% - 65% of the students surveyed indicated that they would continue to use STCC email after graduation (alumni emails).

FY06-002 Software Policy

IT Department should hold the licenses, and keep in its possession a copy of the current license. All software should be registered to STCC, not to any individual. Next step: Eileen and/or Dave will contact Barbara Wurtzel, Chairperson of Shared Governance, to get her sense on the next step. This information is related to an IT policy, and is not an institutional policy. As such, it is good to follow through on this information at the Shared Governance meetings, for information purposes only. (n.b. Eileen discussed this issue with Barbara Wurtzel after the IT Steering Group meeting. She felt that this information was important, and should be distributed. No vote would be needed, because it was a departmental policy. The information will be distributed and discussed at the next Shared Governance forum, scheduled for April 3, 2006. The policy will be published on the STCC IT website shortly.)

FY06-003 Effective/Timely Access to 'Complete' Management Information (Data Mart)

Eileen indicated that the initial kick-off meeting did not go as well as planned; the two employees (Leona Ittleman and Deborah Heath-Carpenter) asked to co-chair this initiative declined the co-chair position for different reasons. In the mean time, Lucie Lewis and Jim Meehan have continued working on their own. Pat and Steve both acknowledge the importance of the data, and will take control of this initiative. Pat indicated that missing data was an issue for Enrollment Management, and Steve indicated that from an Academic Affairs point of view, retention and "what do we want to see" were his driving forces. Kevin indicated that the campus needs a better definition of the College's collective needs, and that list must then be prioritized. Pat indicated that there was still a need to clean the dirty data. See next section, FY06-006 for more detail.

FY06-006 Data Entry Standards

This initiative continues between the IT Staff and user offices. IT Staff will continue to meet with staff office personnel to review currently used screens. Gail stressed the need to explain "why" to help those doing data entry. It is important to get the users to understand the need to have clean data. The standardization process must continue.

FY06-007 Hardware Policy

Work is continuing on this policy by the IT Staff.

II New Items

- a) IT Policy and Planning Proposal Forms received:

FY06-008 Development of a Strategic Plan

The spreadsheet of the IT Strategic plan is included in the attendees' packet. Suggestion was made to sort by Fiscal year first, and then by priority. Add the Fiscal year summary.

FY06-009 Create website for IT Department

This initiative was included for the IT Steering Group, in part because this initiative was defined by Executive Alliance, and in part to discuss the "other" changes currently going on with the College's web site. Tony Silvestri is continuing his work correcting navigational issues on the web site. Joan Thomas and Larry Slezak are working with Tony to make other changes, per Joan's okay.

FY06-010 Develop Wireless Policy

Kevin suggested that the IT Department, with the IT Steering Group, and with President Rubenzahl's input, first define the strategy for the institution for wireless on Campus. Then, based on the strategy, the policy should be defined.

Eileen and Dave noted that the students like the wireless availability, and the problem with security as a result of the use of wireless.

FY06-011 Develop policy for granting/removing access to IT Resources

This initiative came about after the College staff retrenchment in September 2005. No formal policy exists on dealing with granting and/or removing access to email, Datatel student information system, etc., and so users could be treated differently. The group noted that the IT Staff will need Myra Smith's input on this topic. After review by IT Staff, the policy will go to Myra for her perusal.

FY06-012 Online Applications Solution

The group recognized the need to have the on-line applications solution in place as soon as possible (even if that meant a temporary slow-down in the student email project). If the solution (Active Apply by LiquidMatrix) is a product from a Datatel partner, then an RFP must be created. If the LiquidMatrix product is owned by Datatel, then purchase of the product will fall under current Datatel license. Eileen will contact Ken Tashjy's Counsel office to confirm the sole source issue. Steve questioned the ability to pay an on-line application fee; this product does have that feature. Eileen indicated that, because the product was last reviewed in detail over a year ago, another demonstration has been scheduled (for Wednesday, 3/8/06, at 11 AM in 02/103, given by Tim Enright of LiquidMatrix). Janet indicated that a consultant (Kevin Mallett) should be used for this project also. (n.b. Acquisition of LiquidMatrix was completed on January 7, 2004. LiquidMatrix will continue to operate as a wholly owned subsidiary of Datatel. LiquidMatrix is not a Datatel partner; it is a subsidiary of Datatel.)

Use of STCC IT Resources – Approved on February 27 2006 by the STCC Board of Trustees

b) Other

- MCCC Representation. Eileen read the email forwarded by President Rubenzahl concerning Carol Mathison's question about a Professional MCCC Member being invited to join the IT Steering Group membership. All agreed to ask Carol Mathison to invite 3 MCCC members (2 faculty and 1 professional staff) and Walter Korzenowski to invite 1 AFSCME member to the next meeting of the IT Steering Group (June 2006 meeting).
- Next meetings: Meetings will now be held quarterly, in June, September, December, and March. If an item presents itself and cannot wait until the quarterly meeting, Eileen will email IT Steering Group members with details and, if needed, will present a single topic at the end of other scheduled VP meetings.
- Mass. State Datatel User's Group Meeting to be held on Thursday, June 15, 2006.

- Business Intelligence, Datatel – Eileen indicated that the packet included the Datatel Business Action Plan that had been reviewed earlier in the month by the Information Systems Team (IST Committee). Eileen noted that a number of initiatives on the action plan have been completed. Datatel will be asked to work with the Campus to update the Action Plan.

Next meeting: Monday, June 12, 2006 at 10 AM, President's Conference Room. The IT Steering Group adjourned, 11:40 AM