

# LASER PROJECT STEERING COMMITTEE MINUTES

**10:00a.m., February 27, 2003, LASER Large Conference Room**

*\*DRAFT PREPARED BY: Jesse McCurry, Communications Coordinator*

*\*REVISIONS BY: Viki Horan*

## **Attending**

Diana Blake, Rob Caffey, Rebecca Gould, David Hillier, Jesse McCurry, Monty Nielsen, Keith Ratzloff, Dale Schultz, John Streeter, Harvard Townsend, Beth Unger, and Lloyd Walker.

## **Absent**

Ruth Dyer, Jim Guikema, Larry Moeder, and Betty Stevens.

## **Minutes**

- The minutes from the January 23, 2003 meeting were approved as corrected.

## **LASER Project Update**

- The Technical Architecture Document is under review. The final document will include issues about scalability, security and adherence to standards. Dr.Unger will write the vision statement for the document.
- Dale reported that the VISION database is now running. A CRP instance is under development.
- Lloyd Walker and Dale Schultz met with the KITO on February 26, and the Work Plan is still under review. KITO requested modifications to the plan (due March 8) that include an 80-hour per task requirement. Each phase of the project submitted to KITO for approval will be approximately 90 days out.

## **Budget**

There was a discussion surrounding the LASER Project budget. CNS and ISO needed to clarify the purchase of additional servers for the project.

## **Kick-Off**

March 10 is the tentative date for the official Project Kick-Off.

## **Communication**

- There was a general discussion about Communications.
- The contact lists generated from the Executive Computing Committee memo to Deans/Directors and Department Heads are important future contacts for financial and student systems.
- A listserv will be established for each of these contact lists.
- A draft Communications Plan developed by Jesse McCurry will be reviewed at the March 27 Steering Committee Meeting.

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## Training

- Oracle Tutor training has been scheduled for the week of March 10 in Hale Library. Staff from iTAC and ISO will participate in the training. Room 409 and the wireless mobile lab will be reserved for training.
- 11i/2.6 Implement Oracle Workflow training is scheduled for the week of March 10 in Chicago.
- Student Information Systems implementation training will be scheduled in early April. It is anticipated that 18 to 20 staff will participate.
- Training to date has been primarily functional; however, technical training will be underway very soon.
- A continual focus on high-level business process assessments is encouraged. The Conference Room Pilot (CRP) will serve as the first testing opportunity for the system. Changes to business processes will be identified during the CRP.

## Staffing

- Positions have been filled in the Controller's Office.
- Positions have been backfilled in Admissions and Financial Aid. Two positions remain to be filled in Financial Aid.
- Requests for approval from Affirmative Action have been submitted for five positions in ISO, and one position in the Registrar's Office.
- DCE will backfill one full-time position.
- Keith Ratzloff will serve as the liaison between the LASER project and Administration and Finance. It was recommended that Monty Nielson serve as the liaison between the LASER project and student information systems.
- CNS is in the process of recruiting a Unix administrator.

## Conference Room Pilot (CRP)

- iTAC will coordinate the CRP to be scheduled in May/June in Hale 301 or 401.
- Appropriate access and software installations will be coordinated through iTAC, with the assistance of Nicki Habluetzel.

## Departmental Surveys

- The first round of departmental surveys was sent to the student information and financial information contacts. The University Advising Council also received the survey. Ashley Mason is coordinating the dissemination and follow-up of surveys. Ashley and Jesse McCurry are maintaining the database and will track progress and personally contact departments to obtain additional contact information.
- Fran Willbrant will obtain a list of contacts from the Controller's Office and the Registrar's Office.

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The meeting adjourned at 11:32 a.m..

## **Action Items**

- *Diana Blake:*
  - ◆ Assist Jesse with organizational chart modifications.
- *Rebecca Gould:*
  - ◆ Work with Jesse and Ashley on contact list and survey follow-up.
  - ◆ Oversee resource allocation for LASER training at Hale.
- *Jesse McCurry:*
  - ◆ Schedule TUTOR training in Hale.
  - ◆ Maintain departmental contact list.
  - ◆ Build stakeholder listserv.
  - ◆ Update organization chart reflecting liaison position between Tom Rawson and Dale Schultz.
  - ◆ Send out invitations for early April SIS Implementation training.
  - ◆ Update Communications Plan for review at next Steering Committee meeting.
- *Keith Ratzloff:*
  - ◆ Work with Fran on obtaining appropriate contacts from the Controller's Office for the Departmental Systems Survey.
- *Beth Unger:*
  - ◆ Remind Deans about Executive Computing Committee memo and the need for an up-to-date contact list.

## **Next Meeting**

March 27, 2003  
LASER Project Conference Room  
1:30 – 3:00 p.m.