

## **LASER Steering Committee Meeting**

May 27, 2004 1:30pm

Anderson 116

*\*DRAFT PREPARED BY: Aimee Cabrera, Communications and Training Coordinator*

*\*REVISIONS BY: Viki Horan, Project support*

### **Attending**

Al Cochran, Robert Gamez, Jennifer Gehrt, Rebecca Gould, James Guikema, Dave Hillier, Jim Koelliker, Gary Leitnaker, Larry Moeder, Dale Schultz, Betty Stevens, John Streeter, John Struve, Harvard Townsend, Beth Unger, Lloyd Walker, Charles Kendig

### **Absent**

Diana Blake, Monty Nielsen, Keith Ratzloff, Bruce Schubert, Wayne Usry

### **Approval of minutes from April 1, 2004**

The meeting minutes were approved with no changes.

### **Introduction of Jennifer Gehrt**

-Jennifer Gehrt was introduced as the new Project Director of the LASER project. She will begin work on the LASER Project on Monday, June 7, 2004.

### **Introduction of Robert Gamez**

-Robert Gamez, functional team lead for Student Admissions and Financial Aid, was introduced.

-Charles Kendig, Vice President of Quality Assurance for Oracle, was at the meeting to listen to the concerns of the group and try to understand K-State's needs.

### **Project Plan Update, John Struve and Lloyd Walker**

-Work packets were distributed this past week and team leads have been asked to add resources to the project plan for the remaining of the calendar year.

-The next KITO project report is due July 10.

### **Oracle consulting**

-Oracle has committed to 8 weeks of on-site consulting to assist K-State in meeting its go-live date of July 1, 2005 for Admissions. John Struve is leading the effort to determine what qualifications the project teams are seeking in the consultants. These requirements will be sent directly to Oracle.

-Charles Kendig will follow up with Wayne Usry about K-State's concerns regarding the consultants' understanding of the higher education environment, particularly at K-State; in the past the consultants have only been familiar with community colleges.

-An OSS teleconference on May 27, 2004 revealed that the OSS Oracle team would be reorganized into a global team, while outsourcing a majority of the project; discussion followed about what this means for K-State as an early adopter of OSS. There was reassurance that Oracle would not end their support for independent Oracle consultants, despite this reorganization.

### **Update on architecture for 24/7/365 availability, Harvard Townsend**

-Discussions took place about the expectations of availability of the new systems and the need to run tests during CRP2 to observe how the system would react if the server was brought down during a transaction.

- There was also discussion on whether OSS' architecture was designed to be available 24/7/365.
- It was proposed that a small group led by Jennifer Gehrt make a formal recommendation to the LASER Steering Committee on availability expectations, along with a cost analysis.
- The group's recommendation will be provided at the June 24th LASER Steering Committee meeting.
- One argument that supports the need for 24/7/365 availability is that 1 in every 3 students served by K-State is an off-campus student.

### **Project Report**

#### *IGS.L progress report*

- Version IGS.L was released on schedule at the end of March.
- The OFA project team is currently facing a resource challenge which puts a delay on its ability to finish testing scripts and completing set-ups.
- The OSS project team will be facing the same resource challenge in the near future; they are moving ahead with set-ups, thanks to Oracle consultant Marsha Gottovi, an instrumental player in this task.
- Both OFA and OSS are back on schedule with moving into CRP2 this summer.
- A patch for OFA will be released in August; a patch for OSS (which should include the print solution) will be available in July/August.

#### *OSS Summit hosted at Buffalo State*

- The OSS team will travel to Buffalo State College for a 3-day summer summit from June 29-July 1. The primary purpose of the summit is to build networks and discuss OSS implementation methods.

#### *Remedy*

- John Streeter is leading the current Remedy upgrading process, and is still considering Mercury Interactive as a testing program for the two systems.

### **Determining deadline for Admissions-enhanced functionality features**

- The defining of requirements for the Admissions enhanced functionality features has been completed and the definitions have been submitted to Oracle; requirements for the remaining gaps in functionality need to be defined and submitted to Oracle in the near future.

### **OSS Glossary committee, Aimee Cabrera**

- Aimee is leading a small group in editing the OSS glossary created by Buffalo State College to better align with K-State's business and technical terminology. The first version of the glossary will be available in early August 2004.

### **Action Items**

- Jennifer Gehrt will report back with recommendations on the availability of OSS.
- John Struve will determine requisite qualifications for the Oracle consultants.

### **Next Meeting**

The next LASER Steering Committee meeting will be held on Thursday, June 24, 2004 at 1:30 pm in the State Room of the Student Union. Please send suggestions for agenda items to [acabrera@ksu.edu](mailto:acabrera@ksu.edu).