

LASER Steering Committee Meeting

June 26, 2003, 1:30 p.m.

Anderson 116

**DRAFT PREPARED BY: Viki Horan, Interim Communications and Training Coordinator*

**REVISIONS BY: Rebecca Gould and Dale Schultz*

Attending

Diana Blake, Ruth Dyer, Rebecca Gould, Larry Moeder, Monty Nielsen, Dale Schultz, Betty Stevens, John Streeter, Fran Willbrant for Keith Ratzloff, and Beth Unger.

Absent

Jim Guikema, David Hillier, Al Cochran, John Struve, Harvard Townsend, Wayne Usry, and Lloyd Walker.

Minutes

The minutes from the May 29, 2003 Steering Committee Meeting were approved with the following corrections:

- Spelling correction on Monty Nielsen's name.
- The Academic Policies paragraph was modified to read, "Monty Nielsen will identify and codify existing University Academic Policies and then determine how to proceed."

Academic Policies

Betty Stevens will work with Monty on the Academic Policies project.

Steering Committee Changes

- This is Ruth Dyer's last meeting with the Steering Committee for a year.
- Jim Koelliker, Agricultural Engineering, will serve as the Steering Committee department head representative.
- Gary Leitnaker, Human Resource Services, has been added to the Steering Committee.
- Chris Althoff will serve as the Student Senate representative on the Steering Committee.

Project Update

- A few additional major tasks have been completed. The Financial Applications are almost set up, and the Student System is progressing on schedule with the exception of Student Finance and Financial Aid. Oracle development is aware of issues with these programs and is working with the Project Team to correct problems.
- Now that the CRP is running, policy and procedure issues are coming to the forefront that must be addressed expeditiously to keep the process on task. John Struve will help in this area by raising the issues and taking them forward. Technical and functional issues will be addressed by Oracle, while John Struve will address policy and procedure issues. Every policy and procedure issue that John deals with will be documented to help with service request process.
- Legitimate needs must be weighed against abuses.
- The system needs to be as flexible as possible to meet the needs of the students.

- If a K-State process doesn't work within the Oracle system, the LASER Team must look at how the Oracle system handles the objective of the process, and then determine if it is feasible to change the K-State process to work within the Oracle system. This is a perfect time to change processes and/or policy, if necessary. If a modification of process is not feasible, then a business work around or a customization will be considered. K-State would be best served to minimize customizations.
- Oracle will evaluate the nature of a change request, look at its pervasiveness, and evaluate the effect of that change on the system as a whole in making a decision on whether to make the change to the system.

Training Plan Update

- Three training documents were distributed to members:
 - ❖ Employee Required Courses – List by employee of suggested courses
 - ❖ Courses – A complete list of suggested courses with suggested participants
 - ❖ Courses by Target Dates – A complete list by target dates of suggested courses and participants

These are preliminary working documents derived from discussions with the Team Leads. The Team Leads will review the suggested training for a “reality check,” and make appropriate modifications. John Struve will make final funding decisions.

- Monty Nielsen will be added to the Training Plan.
- The “train the trainer” model will be used when possible.

Issues, Change Orders, Project Risks and TARs (Technical Assistance Requests)

- A few bugs have been encountered and are being worked out.
- Some procedural questions need to be answered, e.g., Does Kansas State University need to implement the Labor Distribution for Effort Reporting on Grants?; At what level will Payroll be brought it into Oracle Projects?; At what level would it make the most sense to eliminate the shadow systems? Monty, Keith Ratzloff, and Larry Moeder will meet next Thursday to get an update from their Team Leads on where the system is at this point, and initiate discussions regarding these types of issues. It was emphasized that it is best to change procedures rather than policy.
- The Student System CRP should be ready the second week in July.
- The Oracle consultants who are working on the Financial System will be here only through July 18. Other consultants can be brought in as necessary. Kevin Clannihan will be on campus the week of July 14 to help with the Student System. The Team Leads will be transitioned into taking on more and more responsibility.
- Service requests will be designated as relating to policy, data, or function. The Steering Committee focus will primarily be on the policy-related items.

Vision, Goals, and Objectives

- John Struve is reviewing a draft vision statement and set of principles. Upon completion of his review, he will bring the documents to the Steering Committee for review.
- Goals and objectives have been submitted to the state and should be shared with the campus at large.

Technical Architecture Document

There has been no movement on the Technical Architecture Document.

Communications Plan Update

- An offer has been made on Communications and Training Coordinator position; however, the contract has not been signed yet.
- A revised copy of the Communications Plan was distributed for review. The following revisions and additions were made:
 - ❖ Schedule a regular agenda item on Deans' Council every two or three months.
 - ❖ Add the IRMC as an audience, with John Struve and Beth Unger serving as the Agents.
 - ❖ An Open Forum will be scheduled each semester.
- Rebecca Gould will contact Jerry Frieman regarding a presentation at a Department Heads meeting.
- Rebecca will distribute a copy of the proposed PowerPoint presentations to committee members.
- Steering Committee members will e-mail a list of the meetings in which they wish to participate to Viki Horan.

Other Business

Dale Schultz will prepare a glossary of acronyms for the Steering Committee.

Action Items

- Rebecca Gould
 - ❖ Contact Jerry Frieman regarding a presentation at a Department Heads meeting.
 - ❖ Distribute a copy of the proposed PowerPoint presentations to committee members.
- Viki Horan
 - ❖ Add Jim Koelliker, Gary Leitnaker, and Chris Althoff to the Steering Committee listserv.
 - ❖ Add Monty Neilsen to the Training Plan.
 - ❖ Make suggested modifications to the Communications Plan.
- Monty Nielsen and Betty Stevens
 - ❖ Identify and codify existing University Academic Policies.
- John Struve
 - ❖ Review draft vision statement and set of principles and then bring them to the Steering Committee.
- Beth Unger
 - ❖ Place LASER updates as a regular agenda item on Deans' Council.

Next Meeting

The next meeting of the LASER Steering Committee will be held July 31, 2003 at 1:30 p.m. in Anderson Hall 116. Members are encouraged to submit agenda items to Dale Schultz.