

LASER Steering Committee Meeting

October 30, 2003, 1:30pm

Anderson 116

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

**REVISIONS BY: Rebecca Gould, John Struve*

Attending

Diana Blake, Al Cochran, Rebecca Gould, Dave Hillier, Jim Koelliker, Gary Leitnaker, Larry Moeder, Monty Nielsen, Keith Ratzloff, Dale Schultz, Betty Stevens, John Streeter, John Struve, Harvard Townsend, Beth Unger, Wayne Usry, Lloyd Walker

Absent

Chris Althoff, Tom Rawson, James Guikema

Approval of minutes

The minutes from the September 25, 2003 Steering Committee meeting were approved with the following changes:

- Spelling correction from 'Brian' to 'Bryan' Kraus.
- Rewrote sentence of second bullet point on second page: "Since Facilities is currently using Oracle Financials, it is important to include them in the set up of the new system that will be implemented for the entire campus."
- Under *Moratorium on improvements to legacy systems*, sentence rewrite: " There was agreement on the need for more stringent policies for approving future projects in the upcoming years; Central Management Information Systems (CMIS) will be able to carefully review projects and identify high priority projects, versus those which can be put on hold."

Review of LASER Project progress

FINANCIALS

- The project team will be visiting Ohio University and Binghamton University to review how they have set up their applications and continued running daily business procedures after launch. Attendees include Fran Willbrant, Dave Winter, Mark Grinter, Bryan Kraus, and Jim Bach.
- The visits will enhance the decision-making process for KSU's implementation approach.
- Financials is on target to meet most deadlines, with the exception being those deadlines associated with policy and procedure

OSS

- Project team has been dedicated to identifying gaps in the functionality of OSS, as well as discussing the options to resolve these gaps: keep mainframe running and build interfaces; create workaround; customization; create solutions that are *not* customizations
- Some of the functionality gaps include Common 5 reporting and PELL grants; there are other procedural gaps that could be solved if certain team members

received training such as Discoverer and Business Views. The student team has the current list of gaps.

- On October 17 Robert Gamez made a presentation to about the gaps in functionality for student system; this presentation was cause for positive dialogue and spurred discussion on how the transaction hub could be another solution to remedying the gaps.
- Larry Moeder requested a detailed timeline of the release of each module in OSS.

Summary of TARS

- OSS has 22 open TARS.
- Keith Ratzloff mentioned that the majority of policy and procedure questions will be solved by the end of November 2003.
- Working on the TARS summary to make the report more meaningful and discussion-worthy in a systematic way for Steering Committee members.

KITO project reporting

- Project report submitted October 10 to KITO and everything has checked out.
- The method of information gathering for status updates from team leads is working well; there is a weekly meeting scheduled to analyze project plan and ensure deadlines are being met.

Communication

- Project manager and communications coordinator met with FSCOT for a system overview; there is an update meeting for all those working on the LASER project on December 8; update meetings will be held quarterly to help people understand their continuing role in the project.
- John Struve meets with many groups on a regular basis about the project-- feels that this is an enhancement to the formal communication plan.
- Will come back to the formal plan in the future when we are ready to meet with other groups
- Start to talk to campus constituents in January 2004.
- Beginning on October 28, there will be weekly profiles on team leads to highlight who's working on the project and familiarize the campus with these leaders in InfoTech Tuesday.

Other items

- Dale Schultz will provide more information about future visits to universities; it would be beneficial for employees from the Controller's office to also see how the system is used in daily business environments in addition to the LASER team leads.
- CASHNET-There was discussion on the concern for Cashnet and its security vulnerability.

Action Items

- ❖ John Struve will provide a complete list of groups that need to be met with in accordance to the formal communications plan
- ❖ Aimee Cabrera will schedule the combined Nov/Dec meeting for December 11; 1:30pm and send notification through Netscape calendar.

Next Meeting

The next meeting of the LASER Project Steering Committee will be held on December 11, 2003 at 1:30pm in Council Chambers. There will be no meeting in November due to the holiday. Members are encouraged to submit agenda items to John Struve.