



Attendees:

Area	Name	Attended/Absen	Area	Name	Attended/Absent
Academic Affairs	David Prasse	Attended	President's Office	Tom Kelly	Attended
	Patrick Boyle	Attended	Provost	John Pelissero	Attended
			HR	Winifred Williams Danielle Hanson	Attended
Advancement	Jamie Orsini	Absent	ITS/Facilitator	Susan Malisch	Attended
Facilities	Kana Henning	Attended	ITS	Jim Sibenaller	Attended
Finance	Rob Munson	Attended	Student Development	Jane Neufeld	Attended
	Malcolm Douglas				
HSD	Margaret Callahan	Attended	UMC	Kelly Shannon	Attended
Guests	Larry Adams, Michael Halverson, Clare Korinek, Charlotte Pullen, Kevin Smith, Dan Vonder Heide				

Welcome, Meeting Purpose & Agenda

The minutes from the December 13, 2016 meeting were approved as written. Rob Munson noted Malcolm Douglas was not listed as an attendee. The agenda for this meeting will include a review and final approval of the FY17 Q3Q4 Prioritization Results, and status of the Advancement, Student Systems, Phone Systems and ECM upgrades.

FY17 Q3Q4 Prioritization Results

Susan reviewed the proposed FY17 Q3-Q4 Portfolio Prioritization. Rob Munson asked about the replacement for grants, in regards to the due date of grant reports. It was confirmed they were submitted a few days prior, however no further development in SPA and Grants. Tom Kelly asked about construction initiatives, specifically the wi-fi/cellular project at the HSC. Dan advised the funding from LUMC has been cancelled and any further developments would be a future LUC project. David Prasse asked if the PTAP was in the SQL2014 Database upgrade project; Kevin will verify.

Advancement System Upgrade

Jim Sibenaller and Michael Halverson offered the report. The upgrade to Ellucian 2015 will create improved functionality for the Advancement Team. For reporting, the plan is to move away from ad-hoc reporting to reports extracted from the data warehouse, including using the Data Loader tool. Michael's team is focusing on back end operation support, processing and updating bio data records and training new team members. The upgrade will increase processing speed, create streamlined gift entry, allow for home page customization, provide user-friendly navigation and several other enhancements. At present the Advancement application is a shared service with LUHS, however, LUHS plans to migrate to Trinity's instance of Blackbaud with their data as-is and we plan to share appropriate data/information between both entities. Date for the Blackbaud migration is still TBD; in the interim, LUHS will not upgrade Ellucian. Users from alumni areas will be identified and begin testing in February 2017. Training will be made available. A full timeline was provided in the materials however the upgrade is planned for completion and live by the end of June 2017. Tom Kelly inquired about graduation data. Michael confirmed current grad data is a manual process but the grad merge would be moving to the Data Loader tool which will improve automation and reliability of the merge.

Student System Upgrade

Kevin Smith and Clare Korinek gave an overview of the upcoming major upgrade to the LOCUS student system. LOCUS feeds or needs data from over 40 applications. Upgrading guarantees those applications have the most current data while keeping LOCUS current with Oracle's supported software levels. ITS and Registration and Records teams have done extensive research and conferred with other schools to ensure this upgrade is necessary due to the amount of time it will take to complete. The preliminary work has been completed and the next two phases will begin in February 2017 with final move to the production environment targeted for January 2018. The first phase will be the technology phase; installing the new releases, evaluate change management and testing tools, prepare training and documentation, multiple iterations of moving to production, and functional training. During this timeframe, phase two will begin concurrently. Phase Two consists of functional abilities, determining which features to add now and which to add at a later date and providing end user training. The upgrade adds more self-service functionality offering an improved customer experience. Kevin confirmed all databases are stable for this robust upgrade and do not require any additional updates. Kevin also informed the committee the student refund process had been completely rebuilt and will be included with this upgrade. A review of the budget breakdown was discussed; it was confirmed that costs will be shared between ITS and the Provost's Office.



Phone System Upgrade

Dan Vonder Heide presented the final phase of the Lakeside Phone System upgrade. The equipment has arrived and Dan's team has begun testing and installation of the new hardware. Cut-over to the new environment will begin within the next 60 days. The LSC will be completed by the end of February 2017 and the WTC by the end of April 2017. Tom Kelly asked about the physical location of the new hardware. Dan confirmed Dumbach Hall and Fairfield Hall on the LSC and for WTC equipment is located primarily in Corboy, with some equipment in the LL of Lewis Towers and in the Penthouse in Maguire. Dan advised licenses were prepaid to revamp the system at the HSC with a project schedule for that campus still to be developed. There were some areas such as Bursar's Office and HelpDesk are requesting additional enhancements (on-demand recording, receive queued calls from any campus) that are not part of this equipment upgrade. Dan's team is researching an enterprise solution for those features for future.

Document Management System Upgrade (DocFinity)

Jim explained the upgrade is a major architectural change. The upgrade includes a replacement from Flash to HTML5, numerous bug fixes, updated security, and several enhancements for the end-user including support for e-forms for mobile devices. DocFinity support will also be current. The project timeline begins in April 2017 with a Go Live target date of November 2017.

Next meeting – Thursday, March 30, 2017 – 1:30-3:30 – GC West | LT 1503 | SSOM 499 and via Zoom tele/video conference. RESCHEDULED FOR MAY 4th, 2017.

Respectively submitted by;
Sondra Heine