Attendees:

Area	Name	Status	Area	Name	Status
Academic Affairs	John Pelissero	Absent	Operations/HR	Tom Kelly	In Attendance
Academic Affairs	David Prasse	In Attendance	ITS/Facilitator	Susan Malisch	In Attendance
Advancement	Jon Heintzelman	In Attendance	ITS	Jim Sibenaller	In Attendance
Facilities	Kana Wibbenmeyer	Absent	Student Develop.	Rob Kelly	In Attendance
Finance	Bill Laird	Absent	UMC	Kelly Shannon	Absent
Finance	Andrea Sabitsana	Absent	**Guests:**	Bruce Montes	Kevin Smith
				Dan Vonder Heide	

Welcome, Meeting Purpose & Agenda

The meeting commenced at 3:00 PM with a review of the agenda and introduction of guests. The minutes from the April 25th meeting were reviewed and approved as written.

Portfolio Prioritization (POR)

The FY13 Q3-Q4 project portfolio is the largest to date with a total of 204 projects. There were 184 projects that have rolled over, 54 projects that were added and 64 that have been completed. It is recognized that the amount completed is lower however, of those 54 projects, seven have been construction and larger scope projects such as the ECM conversion. Once these larger projects are completed, the smaller projects should increase in completions. There was large resource effort to open the data center at WTC, along with the email and Sakai migrations. HSD is also consuming significant resources.

Jim stated the distribution between the five focus areas are steady and there haven't been any increases to one area over another. Susan advised there are a few projects that have been on the POR for two or more years. These need to be reviewed to determine if new requirements are necessary or if they can be removed.

Kevin reported the data warehouse implementation is still in progress. The data warehouse completion gets pushed back as "must have" projects get higher priority. The next biggest step is to complete construction on the production databases for the data warehouse. BI report creation and testing continues. We will soon be finalizing the Financial Aid and Housing databases, then functional area should be testing their reports. During this process we are continuously validating the data architecture.

The Resident Life housing application software will be upgraded. Mercury is the name of the latest version of RMS. The staff will benefit from this upgrade and students will have more self-service capabilities.

Internal Door Proxy/PinPads

Tom Kelly revealed that there are few internal doors in Norville, Damen and Mundelein that have pinpads and proxy accesses that should be automated as the access for students turn over every semester. There are three versions of the pinpad solutions and Norville is locally administered. There was discussion around this issue with both Rob and David weighing in on the importance of upgrading to a more efficient solution. Tom will get more information from Frank Dale about which doors and what type of security measure is in place at each door that would need to be changed.

Email Migration

Dan reported on the current status of the email migrations. On May 20, 2013, 56,000 users were moved (including alumni) of that, 29,000 have logged in. Prior to the start of school Dan's team will run a report to capture the faculty/staff that have not logged in and reach out to them as necessary. The helpdesk, as of today, has 500 outstanding calls that need to be resolved, a large majority of these calls are people asking for their archives that are older than two years. Middle initial will be removed from the address book immediately, and Dan's team is researching side effects of changing the address book to be searchable by last name.

Next step: Replace Audix voicemail with Microsoft's Unified Messaging this fall Semester.

Sakai Migration from Blackboard

Bruce reported there has been positive feedback from the summer faculty on the move to Sakai. For the summer courses, there have been 400 published courses, 100 more for summer session two, and there have been 15,000 unique logins. Bruce and Tim have been working with Carol Scheidenhelm's team on faculty training. Bruce's team is anticipating an increase in the amount of calls regarding log in, content and help with navigation closer to the beginning of the fall semester. The Sakai/LOCUS interface has been completed.

In regards to adjunct faculty, Bruce asked David if there was a way the adjuncts could be reminded about the email and Sakai migrations. David advised he would work with each academic unit to reach out to their adjuncts. Bruce will generate a list for the Provost of faculty that have not done any work in Sakai.

LOCUS Enhancements

Kevin provided details on major LOCUS enhancements his team is currently working on, including:
- Transfer credit - Transfer students will now be able to map their prior courses with LUC courses (core vs. core).
- Course catalog search - Old core/new core comparisons.
- XML transcript – Making transcript available on the web.
- Etranscript capability (electronic transcript)
- Emergency Contact- New pop up to every student upon logging in to LOCUS. Student can bypass but it will keep popping up until it's been updated. Report will go to RESLIFE and if the info has not been updated, they will not get their key and will be asked upon check-in to complete.
- Graduate Nursing-Advisor Program Planning - The student and advisor will have more capabilities in planning their academic program. This new system is more enhanced than the academic advising report and will provide more detail. This lock-step approach could be applied to other schools that have a prescriptive process.
- Mobile LOCUS - High Point Mobile will provide the LOCUS mobile capabilities as we transition away from Blackboard. Will work with Registration and Records and Academic Affairs on planned release of:
    - Students will have 15 added capabilities including Financial Aid acceptance.
    - Faculty will have nine added capabilities; including access to their roster(s), pictures of students, and academic planner.

Classroom Panic Button

Bruce reviewed the four classroom panic button options:
- Blackboard Connect has limitations; not recommended.
- Existing telephone system could be upgraded to a speed dial button. Limited to classrooms; some rooms don't have phones.
- Crestron Control. Expensive and has not been tested in another University environment.
- Lynx Security System. Allows for an alert to be sent to dispatch and all targeted users via their computer. Keyboard sequence and or USB connected to computer. Blended solution is currently in place at LUMC. This is the recommended solution if we go forward.

Tom will add this report to the emergency response plan.

Meeting Wrap-Up

The meeting adjourned at 4:45 pm. The next meeting is scheduled for July 25, 2013. Prioritization task deadline is July 19, 2013.

Respectively submitted by;
Sondra Heine