MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
TECHNOLOGY COMMITTEE
MEETING MINUTES
September 15, 2010

Technology Committee Members Present: *David Paskach, Chair; Trustees Cheryl Dickson, Jacob Englund, Phillip Krinkie, James Van Houten and Michael Vekich*

Technology Committee Members Absent: *Vice Chair Christopher Frederick*

Other Board Members Present: *Scott Thiss, Board Chair, Clarence Hightower Vice Chair, Chancellor James McCormick, Trustees Alfredo Oliveira and Louise Sundin*

Leadership Council Committee Members Present: *Vice Chancellor Darrel Huish and President Judith Ramaley*

The Minnesota State Colleges and Universities Technology Committee held its meeting on September 15, 2010, at Wells Fargo Place, 4th Floor, Board Room, 30 East 7th Street in St. Paul. Chair Paskach called the meeting to order at 10:31 a.m.

Approval of the Technology Committee Meeting Minutes
Chair Paskach called the committee to order.

1. **Minutes of July 21, 2010 Technology Committee**
   The minutes of July 21, 2010 were approved as submitted.

2. **Information Technology Update**
   Vice Chancellor Huish stated th

recognizes that it will be important to continue to identify restructuring opportunities, alternate sources for services and efficiencies. President Ramaley stated that the reduction plan was presented to the Leadership Council Technology Committee members and is step one on how to reduce the cost of operations without hurting, in any meaningful way, the ability of campuses to achieve the missions that technology complements. Future discussions will include how to get the most from available resources while working with campuses and the state of Minnesota to ensure the greatest possible return on investment.

Trustee Vekich inquired if there was anything keeping Vice Chancellor Huish up at night. Vice Chancellor Huish responded, no; however, what is a concern is the role technology plays in addressing other difficulties. During a time of reduction, one can imagine technology providing an opportunity to address issues creating a strong demand for

Chair Paskach opened the discussion of the goals to see if they are worded correctly. Are any changes or additions needed? The committee members discussed the wording within the first two goals noting that as currently worded this committee is not the responsible party. Instead of monitoring, the Technology Committee will either deliver the results or drive the results. Trustee Dickson agreed that monitor was a weak word and inquired if the goals would be completed this year. The committee agreed that the goals would be completed this year. The wording will be changed to indicate that the Board of Trustees Technology Committee will deliver the completed projects.

Chair Paskach stated that the second goal is to formulate a response to the legislature on the audit findings before the February meeting. The response will also be used to demonstrate the management and benefits of the investment in technology. The issues specified by Chancellor McCormick on page two of the July committee notes will need to be addressed, including the need for centralized technology as a driver of innovation within the system. Vice Chancellor Huish agreed to include this information in the in the scope of the response to the legislature.

Chair Paskach noted that the third goal proposes to deliver a new service alignment strategy by April of 2011 and requested that a scope of what this includes be delivered to the committee in November. Vice Chancellor Huish agreed to provide this information.

Chair Paskach recommended that the committee members accept the goals as a group with the change in wording in goals one and two from monitoring to delivering.

Trustee Van Houten moved to accept the goals.
Trustee Dickson seconded the motion.
The Trustees approved all three goals.

Chair Paskach expressed appreciation for the development of a roadmap for this newly formed committee.

4.   **Students First Report**
Vice Chancellor Huish introduced Jon Eichten, Director of Students First who presented the Students First Progress Report providing a high-level overview of all projects with a more detailed report on three projects. All of the projects are on schedule, with the exception of the Single Bill/ Single Pay project, which has been delayed due to the State-Wide Integration Financial Tools (SWIFT) system. Thirty percent of the projects are complete and ten percent are near completion. A copy of this report can be found at www.studentsfirst.projects.mnscu.edu.

Jon Eichten presented a screen shot demonstration of the following three of the Student First Projects:

- Communications Module – this project will provide modifications to the student application process, providing the campuses with the ability to track communication with students from interest to enrollment. It will also expand the communication capabilities used by faculty, staff and current students. A pilot of this i(v9p)   C2.25 75provico [(i(v10(Td   ( )Tj   l)-2(e5q8(ovi)))(c 0 Tw [0(c)6(a)9d3

The need to track the status of individual projects was noted in the audit. An internal evaluation of the Project Management Office took place; as a result, changes to standardize project tracking materials and processes were implemented. These improvements include changes in the patterns and consistency of communication. Work has begun on development of a project closing process, making them operational.

The procedure to review contractor performance of has been implemented. Each contractor receives a statement of work with a list of tasks and means of measuring them at the end of the contract an evaluation of deliverables takes place.

There are two items on the audit tracking log that list completion dates as to be determined (TBD). The technology unit recognizes the importance of these items; however, additional time will be needed to address resource issues.

6.   **Discuss Future Meetings**
Chair Paskach stated the information presented clarifies the need for this committee to meet regularly. Vice Chancellor Huish would like to present some ideas on information sharing that will assist this committee in understanding the scope technology plays within the system.

Vice Chancellor Huish reported that the Leadership Council Technology Committee members have discussed and explored the possibility of presenting vignettes to Trustees. These vignettes would cover use of IT from the faculty, student and administrator perspective. This concept was presented to the Chief Information Officers who both support and expressed interest in assisting in presentations. Presenters may include faculty, staff or students and may focus on a particular business practice with a short presentation on the behind the scene technology process. Trustee Dickson expressed support for this idea. A focus on the users in the system would give this committee an interesting idea of the scope of the enterprise and the application of technology within the enterprise. The members of the Technology Committee agreed to this concept.

Chair Paskach expressed interest in a demonstration from students and faculty on the variety of online opportunities. S3(e)4(u)-1(s)-1.001 Tc -w 13.03Tj   0 Tc aPaskacP.004 Tc 0