



**BOARD OF TRUSTEES
WORK GROUP ON TECHNOLOGY
MEETING AGENDA
AUGUST 20, 2008**

**WELLS FARGO PLACE
FOURTH FLOOR, WORLD TRADE ROOM
30 7TH STREET EAST
SAINT PAUL, MN**

**August 20, 2008
9:30 A.M. – 11:30 A.M.**

- (1) Minutes of June 18, 2008
- (2) FY 08 Technology Enterprise Investment Projects Overview and Progress Update
- (3) FY 09 Technology Enterprise Investment Project Priorities and Budget Overview
- (4) Technology Enterprise Investment Communications Planning--Prior activities and Discussion
- (5) Other business

Work Group on Technology Members

Cheryl Dickson, Chair

Duane Benson

Scott Thiss

James Van Houten

Staff

Laura King

Ken Niemi

MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
Work Group on Technology Meeting Notes
June 18, 2008

Work Group Members Present: Cheryl Dickson, Chair; Trustees Duane Benson, Scott Thiss, and James Van Houten; Staff – Vice Chancellors Laura King and Ken Niemi
The Work Group on Technology held its meeting on June 18, 2008, 4th Floor, World Trade Room, 30 East 7th Street in St. Paul. Chair Dickson called the meeting to order at 9:00 am.

Approval of the April 24, 2008 Committee Meeting Minutes

Chair Dickson called for a motion to approve the April 24, 2008, Meeting minutes. The Minutes were approved.

Chair Dickson provided an update on the IT Workplace Summit, hosted by the Center of Excellence for Strategic Information Technology and Security at Metropolitan State University. The purpose of the summit was to gather information from employers on how to better serve both employers and students. The hosts followed up by requesting attendees expand on the ideas discussed at the summit.

UPDATE ON THE ENTERPRISE TECHNOLOGY PROJECT

Vice Chancellor Niemi presented an Update on the FY 08 Enterprise Technology Projects. Discussion of the report included:

- Prioritization of Projects - Clarification of the means used to prioritize projects. The Enterprise Investment Committee (EIC) prioritizes projects using specific criteria to evaluate projects.
- Status Chart - Vice Chancellor King recommended the addition of a column to the project status chart. This column would describe the hierarchy type of the projects listed as shown on the pyramid chart.
- Security – The security projects have been combined into one EIC project for FY09. There has been significant progress in improving enterprise security, it is imperative that these efforts continue.
- Learning Objects / Gaming – Chair Dickson request that IFO President Nancy Black address their concerns about the issue of intellectual property. President Black reported that she met with Chancellor McCormick, Gail Olson and Linda Baer to request a review of the intellectual property policy. Staff and Faculty are concerned that procedures and policies are out of date. Chair Dickson suggested that this issue should be brought to the Academic Affairs Committee for review.

2. DEFINITIONS OF KEY WORDS

Vice Chancellor Niemi presented a draft list of commonly used abbreviations, acronyms and terms and their definitions to the Board Work Group. Chair Dickson recommended that members write down any acronyms or words they would like to see included in the list and send them to Vice Chancellor Niemi.

3. ENTERPRISE TECHNOLOGY BUDGET CUT: WHERE TO CUT AND WHY?

Vice Chancellor Niemi presented to the Work Group on Technology a budget cut potential impact summary. The legislature mandated \$5 million in cuts to technology funding; an additional \$500,000 in cuts from the technology budget for FY 09 has also been identified as the ITS share of the Office of the Chancellor cuts. Vice Chancellors Niemi, Baer, and King have developed a preliminary plan to identify items for budget cut consideration. The funds will come from EIC projects, cost shifts, stretching out projects across multiple fiscal years and delays for new projects. The Enterprise Investment Committee will reprioritize projects and give final recommendations on the cuts. Any projects delayed will remain on the EIC list and will move up as resources become available.

Vice Chancellor Niemi requested input from the work group members on any items that should be added to the principles list.

- Strategic Plan - Trustee Thiss inquired how the budget cuts being considered apply to the strategic plan. A recommendation was made to require an alert for any items considered for budget cuts that impact the strategic plan.
- Vendors – Ken Niemi reported continued efforts to leverage the buying power of Minnesota State Colleges and Universities with state agencies and the Midwest Higher Education Compact. By working together purchasing power is maximized. The committee recommended that the vendors be approached to look for ways they can reduce cost.
- Failure to Appropriate Clause – All contracts used by Minnesota State Colleges and Universities include the “failure to appropriate funds” clause which permits the cancellation of a contract without cause with 30 days notice.

4. CAMPUS IT FEES, RESPONSIBILITIES, PRINCIPLES AND GUIDELINES

Vice Chancellor King presented information on campus technology fees, showing the fee amounts and how campuses are spending the money generated.

Chair Dickson inquired at what point should the Board discuss folding this fee into the operating costs. Elimination of fees would mostly likely increase tuition. The committee felt it was important that the impact of all fees is transparent to students.

5. D2L UPDATE AND CONTINGENCY PLANS

Vice Chancellor Niemi provided an update on the Desire 2 Learn (D2L) case. The judge stayed the imposition of the injunction for 30 days, allowing implementation of the upgrades. The upgrade was successfully implemented in the MnSCU system in early June.

David Bouchard reported that the Instructional Management System Advisory Committee (IMS) has been working on contingency plans. Currently we have a stable platform; however, Blackboard has announced their intent to further

challenge D2L in regards to the Blackboard patents. The committee will continue to explore and pilot other options over the next year, such as open source platforms (like Moodle) and will also study the possible implementation of regional hosting options.

6. OTHER BUSINESS

Chair Dickson inquired if this Technology Work Group should continue meeting, or should they recommend that the Board Technology Committee be reconvened? Trustee Benson responded that he likes smaller work groups; they allow time for presentation of more detailed information and discussion in an informal structure. Trustee Thiss stated that it is a premature to decide that question at this point. This work group's function is still in the data and information gathering phase and what it will ultimately accomplish is yet to be seen. Chair Dickson agreed and stated that this would be a good topic for the next meeting.

Trustee Van Houten stated that he agrees with both of the previous comments. The timing of eliminating a separate Board Technology Committee when funding was significantly increased could be seen as problematic. He would like to see talking points developed on funding cuts so that Board members are knowledgeable about budget cuts and what the impact of those cuts will be.

7. Next Meeting

Vice Chancellor King reviewed the time line of upcoming meetings: In July the Leadership council will hold discussion on reductions and in August the Board Work Group will look at how the materials are presented and help make them concise. The work group members are asked to review the materials provided so far and provide feedback on what can be improved.

Trustee Van Houten requested that a communication plan and talking points be identified by the communications staff. Chair Dickson will add communication plans to the August agenda. If a plan or report is complete it can be presented to the Board in September and if not it will move to November. Vice Chancellors King and Niemi and Jim Dilleuth will mock up something and send it out prior to the August meeting.

The committee requests that all meeting materials be sent out prior to the meeting in order to enable adequate review.

Respectfully submitted,
Christine Benner, Recorder



**BOARD OF TRUSTEES
WORK GROUP ON TECHNOLOGY
August 20, 2008**

**FY08 Technology Enterprise Investment
Projects Overview and Progress Update**



Completed Projects

Achievements

- Secondary Data Center (Centennial Office Building) / Disaster Recovery (DR) Site (Phase I)
 - DR Site & Storage Area Network re-architected
 - D2L Failover - Physical components
 - ISRS Failover - Physical components
 - D2L Failover / Recovery Process
- FY08 Firewall Replacement



Projects On Schedule

Achievements

- Vulnerability Management Initiative (VMI)
- Information Security Assessment Program (ISAP)
- ISEEK Business Solutions (Phase II - Execution)
- Applicant Tracking
- Quality Assurance Improvements
- REGIS (Planning)
- eFolio
- ISRS Communication Module
- Action Analytics
- Vets
- Budget Module
- eTranscript
- Fall Readiness
- J2EE Conversion - Accounting



Status Reporting

	Project	Project	Project	ITS	Project	FY09	4th Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	FY10	Current								
Projects	Type	Sponsor	Owner	Lead	Manager	Budget	Apr.	May	June	July	Aug./Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Overall Status
Action Analytics Program	EIC	Baer	Essa	Essa	Zobitz	\$680,000															FY09 Start
- APPS - Iterations I - III		Mercer	Schoenecker/Essa	Rushenborg	Zobitz	\$681,255															
- GPS Life Plan		Baer	Frantz	Essa	Zobitz																
Applicant Tracking	<100K	Tschida	Skallman			\$55,000															
Automatic Transfer of High School Data (Planning)	<100K	Chabot	Guida	Guida/Malecek	Roering	\$0															
Bandwidth Upgrade	EIC	Essa	Janke	Janke	Thornton	\$313,000															FY09 Start
Budget Module - Phase II	EIC	Borgen	Anderson	Malecek	Truxx	\$171,272															
Centralized Admissions (Metro Nursing Pilot)	EIC	Baer	Rothchild	Essa		\$300,000															FY09 Start
CE/CT	Other	Baer	Tvedten	Chabot	Truxx	\$0															
Classification and Compensation	<100K	Tschida	Munos	Malecek		\$25,000															In-Active
Continued Learning Objects/Expand Gaming Capacity	EIC	Baer	Langer	Dickhudt	Clark	\$0															
D2L Upgrade for FY09	EIC	Niemi	Essa	Janke		\$155,000															FY09 Start
DARS/CAS Modifications	<100K	Baer	Tralle	Malecek	Roering	\$50,000															
Direct Deposit Module	<100K	King	Stoddard	Malecek		\$75,000															In-Active
eFolio	EIC	Baer	Langer	Essa	Zobitz	\$700,000															
Electronic Medical Records/ATHENS	EIC	Baer	Rothchild	Essa		\$295,000															FY09 Start
Enterprise Backup Support for Campuses	EIC	Niemi	Essa			\$82,000															FY09 Start
Enterprise Performance Monitoring Tools	EIC	Essa	Janke	Janke	Thornton	\$153,014															In-Active
Enterprise Secure File Transfer	EIC	Niemi	Essa			\$110,000															FY09 Start
eTranscript	EIC	Baer	Tralle	Guida	Roering	\$50,000															
Fall Readiness 2008	Operational	Niemi	Chabot/Essa	Malecek, Guida, Janke	Duffy	\$0															
Financial Aid Modifications	<100K	Baer	Lopez	Malecek		\$100,000															FY09 Start
Financial Planning Tool	EIC	King	Stoddard			\$110,000															FY09 Start
FY08 Firewall Replacement	EIC	Essa	Janke	Janke	Thornton	\$0															Completed
Graduation Planner (Planning II)	<100K	Langer	Wasko	Malecek	Roering	\$71,625															
Identity and Access Management (IAM)	EIC	Niemi	Essa	Brumbaugh	Novak	\$1,542,333															
Information Security Program	EIC	Schult	Schult			\$1,126,623															
- Application Security Assessment			Schult		Nelson																FY09 Start
- Incident Response (Planning)			Schult		Nelson																
- Information Security Assessment			Schult		Nelson																
- Security Awareness and Training			Schult		Nelson																FY09 Start
- Security Event Monitor			Schult		Nelson																
- Vulnerability Management Initiative (VMI)			Schult		Nelson																
ISEEK Business Solutions (Phase II - Execution)	EIC	Baer	Jacobson	Simmons	Clark	\$342,748															
ISRS Communication Module	EIC	Niemi	Chabot	Guida/Malecek	Thornton	\$288,000															
J2EE Conversion	EIC	Niemi/King	Chabot/Stoddard	Guida		\$1,684,000															
- Accounting		Niemi/King	Chabot/Stoddard	Guida	O'Brien																
Labor Relations and Grievance Management	<100k	Tschida	Leary	Malecek	Truxx	\$30,000															
Online Library access	<100k	Langer	Elfrstrand	Janke	Digby	\$16,224															
PCI	EIC	King	Stoddard	Schult	Zobitz	\$1,300,000															FY09 Start
Prinsys	EIC	Baer	Mercer	Malecek		\$422,300															In-Active
Public Affairs Website	<100K	King	Kohl	Crandall	Crandall	\$26,600															
Quality Assurance Improvements	EIC	Chabot	Guida	Guida	Roering	\$146,675															
RDB to Oracle Conversion - ISRS	EIC	Chabot	Guida	Guida	Hertenstein	\$0															
Redundant Network Paths	EIC	Essa	Janke	Janke	Thornton	\$6,803															
REGIS (Planning)	EIC	King	Stoddard	Malecek	Roering	\$72,625															
Reporting Enhancements for Campuses	EIC	Chabot	Chabot	Guida	Clark	\$7,455															
Reporting Tool	EIC	Chabot	Guida/Malecek	Guida/Malecek		\$110,000															FY09 Start
Secondary Data Center (COB) / Disaster Recover Site	EIC	Essa	Janke	Berndt		\$1,340,288															FY09 Start
Star Alert	<100K	King	Essa/Ries	Ries	Zobitz																
Student Housing Module	<100K	King	Bier	Malecek		\$75,000															In-Active
Total Compensation Module	<100K	Tschida	Leary			\$20,000															
Tuition Waiver	Other	Tschida	Munos	McMullen	Clark	\$0															
Vets	Other	Baer	Frantz	Essa	Hertenstein	\$1,100,000															

Progress Key

Planning Phase
Execution Phase

Status Key

Project is on plan
Minor issues exist, currently being addressed
Major issues exist, project is at risk



Fall Readiness

- The purpose of this project is to ensure that the MNSCU Infrastructure, Network and Application Systems are ready and available for the start of school on August 25, 2008

Key Accomplishments

- Formal process for evaluating/approval of changes to capacity, providing communication to campuses, identifying and mitigating risk.



Information Security Assessment Program

- The Assessment Program will provide a method for campuses to determine the current health of their information security effectiveness and, where necessary, establish a target for improvement.

Key Accomplishments

- Complete all Roadmaps for Phase 3 campuses.
- Conduct exit meetings with all remaining Phase 3 institutions.
- Develop and review draft System report with aggregate findings/observations.
- Schedule and conduct review of draft System Report with System CIO by end of August.



ISEEK Business Solutions (Phase II - Execution)

- The objective of Phase 2 is to implement career content and technology solutions that support the vision of the iSeek Solutions Executive Board and enhance processes as indicated within the Phase 1 assessment.

Key Accomplishments

- Completed the site evaluation
- Began the process for identifying the redesigned site's navigation, wireframes and schematics.
- In the process of documenting Use Cases
- Gathering technical requirements for a Content Management System, Data Management and Synchronized Sign On.



Quality Assurance Improvements

- Improvement the existing Quality Assurance function. This would include an increase to the number of dedicated testing resources as well as implementation of testing software. This team would comprise of quality assurance analysts, architect analysts, and a supervisor.

Key Accomplishments

- QA Supervisor Hired
- Three Quality assurance analysts hired
- QA Process to be implemented on the following projects
 - Tuition Waiver
 - Budget Module
 - RDB to Oracle Conversion
 - eTranscript
 - Fall Readiness
- QA Tools purchased and implemented.



eFolio

- Development efforts by Avenet, LLC, to build the next version(s) of the eFolio family of applications.

Key Accomplishments

- Project is moving according to plan
- Sprint 05 completed July 21st.
- Sprint 06 (testing) underway.



Additional Details on Project Issues

As of July 31, 2008



Additional Details on Project Issues

- The following pages provide additional details for all projects reporting an overall status of “yellow” or “red”
 - “Yellow” is defined as issues exist, but are currently being addressed.
 - “Red” is defined as major issues exist. Project is at risk.
- Reflects status as of July 31



Identity and Access Management (IAM) Program

- Overall Status
 - Yellow – The Sun engagement that began in June continued in July. This process has provided MnSCU with highly valuable guidance in ensuring requirements and design are appropriately defined. This work effort has impacted the overall schedule. The project will go through a rescheduling activity at the completion of this engagement
- Schedule
 - Yellow – The schedule for the FY08 milestones have been pushed into FY09 because of the Sun engagement.
- Scope
 - Green – Critical FY08 key milestones, deliverables, and decision points have been realigned with top program priorities. Added new IAM Infrastructure item to provide StarID IAM Wells Fargo building wireless authentication services for OOC & ITS staff, plus campus CIO's
- Cost/Resources
 - Green – Final FY08 expenditures may result in carry-over for FY09 activities



Continued Learning Objects/Expand Gaming Capacity

- Overall Status
 - Yellow – All signed contracts are in. The project is waiting for additional funding in order to fund the remaining grant.
- Schedule
 - Yellow – Distributed request to release funds for 20 out of 21 grants. Final grant will be funded once remaining ASA funding is obtained.
- Scope
 - Green – No Changes to Scope
- Cost/Resources
 - Yellow – Additional funding is needed for the final grant. These funds will be obtained by ASA.



APPS Iteration I-III

- Overall Status
 - Yellow – Overall, this project is in a state of transition. Although the project has met a number of its initial goals and objectives, there are some critical elements which need to be addressed: 1) not having a “true” technical environment (development, test, and production); 2) defining more clear and concise project deliverables 3) the impact of the core data project and Action Analytics, although in its early stage, could impact some of the development work already completed.
- Schedule
 - Yellow – Progress has been accomplished by keeping team members focused on current tasks. Some technical difficulties have delayed work done by key resources.
- Scope
 - Green – No changes to scope
- Cost/Resources
 - Yellow – With the start of the new fiscal year, budget cuts and staff resources have been shifted.



Redundant Network Paths

- Overall Status
 - Yellow – Project schedule
- Schedule
 - Yellow – Potential for schedule delay due to change in equipment (router).
- Scope
 - Green – Scope change finalized
- Cost/Resources
 - Red – Recurring budget, FY09 and beyond needs to be further refined with information from OET.



Graduation Planner (Planning II)

- Overall Status
 - Yellow – Stories are being revised and one additional story needs to be written. This may take longer due to resources tied up on the Uniface 8 and RDB-Oracle Projects. The revised stories will be sent to the eStudent Services Group for review. The costs will be estimated for the 'Future' items that were eliminated in the latest revision.
- Schedule
 - Yellow – Resources are tied up on Uniface 8 and RDB-Oracle projects.
- Scope
 - Green – Scope is defined and stable
- Cost/Resources
 - Green – Costs and Resources are as Planned



Public Affairs Website

- Overall Status
 - Yellow – The project is proceeding according to plan, however there is a scheduling issue with the web server upgrade.
- Schedule
 - Yellow – The new applications from the development environment can not move into production until the network services team installs Oracle drivers on an upgraded Web server. The deployment schedule for this upgrade is indefinite at this time.
- Scope
 - Green – Scope is defined and stable
- Cost/Resources
 - Green – The anticipated cost for this project is within the \$50,000 budget allocation.



RDB to Oracle Conversion - ISRS

- Overall Status –
 - Red – Based on vendor issues with Uniface 8 rollout in RDB we are RED overall. Uniface 8 is required to move forward with Oracle conversion. Vendor fix provided in August is currently undergoing extensive testing and rollout plan is being revised.
- Schedule –
 - Red – While we continue to test working toward an October conversion, Uniface issues may impact schedule.
- Scope
 - Green – Scope change was approved.
- Cost/Resources
 - Yellow – Resources continue to be stretched due to Uniface issues. We will be watching for task priorities.








Enterprise Performance Monitoring Tools

- Overall Status
 - Red – Project status is set to red due to lack of assigned resources now and during next quarter. Project is currently on hold.
- Schedule
 - Red – Schedule yet to be developed.
- Scope
 - Red – Detailed scope is yet to be developed.
- Cost/Resources
 - Red – lack of dedicated resources

Portfolio Management Office Project Status

	Project Type	Project Sponsor	Project Owner	ITS Lead	Project Manager	FY09 Budget	4th Quarter		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			FY10	Current Overall Status	
Projects							Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June		
Action Analytics Program	EIC	Baer	Essa	Essa	Zobitz	\$680,000																	FY09 Start
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Total Compensation Module	<100K	Tschida	Leary			\$20,000																	
Tuition Waver	Other	Tschida	Munos	McMullen	Clark	\$0																	
Vets	Other	Baer	Frantz	Essa	Hertenstein	\$1,100,000																	

Progress Key
 Planning Phase
 Execution Phase

Status Key
 Project is on plan
 Minor issues exist, currently being addressed
 Major issues exist, project is at risk



**BOARD OF TRUSTEES
WORK GROUP ON TECHNOLOGY**

August 20, 2008

**FY 09 Technology Enterprise Investment
Project Priorities and Budget Overview**

As of August 13, 2008



Impact of ITS Budget Cut

- Needed to identify \$6,416,000 in savings to offset the following:
 - Budget cut of \$5,000,000
 - Other funding commitments to existing projects



Impact of ITS Budget Cut

- Savings identified include:
 - \$2,350,000 from EIC contingency
 - \$2,100,000 from ITS staffing charged to projects
 - VC and CIO Ken Niemi will reallocate appropriate new and existing staff and corresponding funding from core ITS operations to EIC projects



Impact of ITS Budget Cut

- Current / approved projects still needed to be reduced by an additional \$1,966,000
- Options included
 - Identifying additional hardware, software and licensing purchasing efficiencies
 - Extending the time frames of existing projects into FY10 or later
 - Not starting new FY09 projects
- Projects that are slowed down / stopped are the first in line to receive funding when additional funds become available



Impact of ITS Budget Cut

- Principles
 - Don't touch campus allocation
 - Protect the core operations (business and technology risk)
 - Maintain slope of infrastructure investment and do not sacrifice / give back recent gains (bandwidth, etc)
 - Focus investments and balance long term maintenance with continuing some visible innovations (per the investment strategy report)
 - Demonstrate and articulate the impact of the cuts



Specific Initiative Impact

Initiative and impact of cut	Original Budget	Amount of Funding Cut
Action Analytics –delay in roll-out of some functions	\$1,000,000	\$320,000
High Demand Online Courses – eliminated completely	\$150,000	\$150,000
Enterprise Backup Support for Campuses – do a pilot with a smaller group of campuses	\$132,000	\$50,000
D2L Upgrade – no impact, savings through hardware purchasing efficiencies at lower cost than originally planned	\$335,000	\$180,000



Specific Initiative Impact

Initiative and impact of cut	Original Budget	Amount of Funding Cut
eFolio – savings through hardware purchasing efficiencies at lower cost than originally planned	\$1,050,000	\$200,000
APPS – minimal impact, achieve efficiencies on hardware purchasing and overlap with Action Analytics to offset reduction	\$600,000	\$100,000
Information Security Program – push some program elements into FY10	\$2,000,000	\$300,000
Identity and Access Management – will delay roll-out of secondary functionality	\$1,691,000	\$450,000



Specific Initiative Impact

	Amount
Total amount of reduction in funding required	\$1,966,000
Total amount of cuts on preceding pages	\$1,750,000
Remaining amount of cuts to be identified	\$216,000

It is currently anticipated this remaining amount will be realized through a combination of:

- Cost savings on projects currently underway
- Projects that are expected to be completed under budget
- Budget cuts from a collection of smaller initiatives
- Additional operational budget reductions