

IT Strategic Planning Committee: Business Services and Enterprise Systems
March 24, 2005

Present: Rosa Rivera, Pat Brancato, Devin Fensterheim, Colleen Gordon, Judy Lige, Ann Martin, Michael McKay, Sanjana Rimal, Brian Rose, Tom Ryan, Tim Stein, Steve DiPaolo, Aida Torres, Dorothy Williams

Absent: Jim Drumheller, David Gwalthney, Carolyn Knight-Cole, Michael Mundrane, Donald Woodward

Miscellaneous:

Rosa introduced Steve DiPaolo, the University Controller. Steve has been added to this committee.

Mike McKay was a special guest at today's meeting.

Colleen will schedule meetings for May forward.

Draft Report:

Business Systems Section: Rosa reported that Jim Drumheller has volunteered to draft the 'Business Systems' section of the report which includes Telephone Systems, E-mail services, etc. Ann Martin indicated that Don Smith recently gave a presentation in conjunction with Brian August on telephone systems. It was agreed that we may want to invite Don to a future meeting. Rick Falk's committee is also gathering information on telephone surcharges, etc. that will be included in their draft report.

This section also speaks to networking at the University. It was agreed that a high-level statement that refers to the RUNet 2000 networking project and how positive that was to the University. It was stated that this committee should recommend continuing with this project – to finish all buildings and also to provide 'ever-greening and maintenance' funding to ensure the network is maintained with state-of-the-art technology.

Enterprise/Financial Systems Section: Ann Martin, Tim Stein and Sanjana are continuing to gather data/questionnaire pertaining to this section of the report. It was agreed that majority of the next meeting will be focused on finalizing this section of the draft report. In the interim, Tim and Sanjana will continue to seek responses to the questionnaires and provide the information to Ann.

There was again discussion on using the term 'real-time' in the report vs. 'near-time'. Colleen, Steve and Tim both stressed the importance of defining these terms when using them or selecting descriptive words in place of this terminology, e.g. within XX hours vs. using the term 'real-time'.

It was also agreed that when referring to 'Shadow Systems' the report should clearly define the term and state that shadow systems may never be replaced, however, there is a need for an secure, automated method for data feeds. This would reduce:

- Duplication of data entry
- Reduce margin for error (typos)
- Duplication of staff resources (manipulating and re-keying the data)

Prior to the next meeting Ann will draft a paragraph on this topic.

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Student Systems Section: Brian indicated that due to time constraints and other commitments, the first draft of this section will not be ready until after the next meeting. It was agreed that this section start to be drafted during the next meeting, if time permits. Since the draft only requires 'high level' recommendations and information – many of the findings from the Financial section may apply – for example, the need for an integrated system.

The committee members expressed concern about the lack of student system representation on the committee. In order to begin to gather feed back from business process owners on student systems Brian Rose and possibly other committee members will attend a SIFT meeting. Brian will contact Terri Wooding or Jean Rash to obtain the date of the next meeting. It is believed that this meeting may be scheduled for April 12. The SIFT committee will be given an overview of this committee and its charge and ask basic questions, similar to those asked about financial systems. Responses can then be used as a foundation for preparing the first draft.

Other Issues Related to the Draft Report: Rosa asked Mike McKay if it was possible to get a two-week extension for the draft report. (This was later approved by Mike McKay and Steve Director. The first draft is now due on Friday, May 13.)

Mike McKay indicated that the reports should be high-level. They do not require specific recommendation for 'how' we implement the recommendation and in-depth gap analysis are also not required.

Security and Identity Management Section

In our previous meeting Tom Ryan volunteered to assist with the Security and Identity Management section. The first draft may include 'place holders' for these areas with minimal information.

Mike McKay reported on some progress already made in the 'security area'. He spoke about 'Blue Socket', the Rutgers/OIT solution for securing wireless connectivity. He spoke about the security surveys completed by IPS, the SANS training offered by OIT/IPS at a reduced rate to University participants, etc.

Focus Groups: Rosa, Tim Stein and Ann will meet separately to refocus questions for the student questionnaire and to see if additional questions should be asked later in the process of individuals surveyed about the financial applications.

Another pending issue for a future meeting is identifying questions of the five universities identified to be surveyed on their Oracle financials implementation. Steve DiPaolo indicated that he has contacts with University of Virginia and he believes they would be more than willing to participate and be surveyed. The recently implemented all of our modules and are of comparable size to Rutgers.

The next meeting is scheduled for Thursday, April 7 at 10:00 in Davidson Hall. Please let Colleen Gordon know if you are unable to attend this meeting. If you plan on video conferencing, please contact Colleen by Friday, April 1.