IT Projects and Resources Committee

Meeting Minutes

Date: April 6, 2010
Time: 10:00 a.m.
Location: OWP 6117
Documents Distributed: Agenda, On-Boarding e-mail Requirements

Attendance

Committee Members: Baker, Amy, Dean, Russ, Durbin, Dan, Hazen, Kate, Hylton, Donna, Khan, Rehan, Kuhn, Amy, Orndorff, Cathy
Non Committee Member Attendees: Pietrowski, Cara, Quigley, Bill (non voting), Roth, Laura, Williams, Tim

Guest Presenters: Anjali Halabe, Steve Hoffman, Roberta Dean, Rosemary Casteel, Alex Jalso

Discussion Topics

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<th>Presenter</th>
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<td>Project Proposal: Audit Management Software (TeamMate)</td>
<td>Rosemary Casteel</td>
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Discussion

TeamMate is one of the most popular solutions in use by peer institutions. It will be used to manage audit workpapers. Question as to why ScanSoft PaperPort is being used instead of SharePoint. PaperPort is what’s currently being used in-house, but TeamMate will also integrate with SharePoint. Not aware of any strategic plan to use SharePoint. Will product work within Active Directory? Yes, it has LDAP support. Is anyone serving as a “technical champion?” That person is most likely someone in Kathy Myers’ group. Rehan Khan says that a planned governance model will be addressing the issue of providing a technical support component. Questions about cost are addressed in the linked Project Proposal document. Is there a service level agreement for in-house tech support? Not yet, but expect to have. Bill Quigley said that the most difficult part of the process was in finding who would provide the support. Rosemary said that getting the resource estimate took longer than she expected it would.

Conclusions/Decisions

Tim Williams moved to accept proposal. It passed without objection.

Action Items

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## Project Proposal: IDEAS Rewrite

**Presenter:** Roberta Dean

### Discussion

Information for Decision Enabling and Analysis (IDEAS) is a Java application originally developed in 2003; however, it has not been updated since. Java programmers have not been available to make changes. There have been intermittent downtimes. Current plan is to outsource this project to the James Group (external consultants). Will implementation be supported by single sign-on? Yes, they are working on that. Is an effort being made to standardize language with other related groups? Yes, that was why Apex was chosen.

### Conclusions/Decisions

Tim Williams moved to accept proposal. It passed without objection.

### Action Items

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## I-9 Software Implementation

**Presenter:** Steve Hoffman

### Discussion

Federal Immigration Reform and Control Act of 1986 requires that Employment Eligibility Verification Form (I-9) be provided by employers. RFPs for this project have already been evaluated. LawLogix Guardian paperless electronic compliance system is the vendor of choice. Question as to why a hosted solution was chosen and are there any procedures that guide this choice? The choice for a hosted solution is voluntary, and there is no current procedure. Perhaps we should consider one. No initial data port is expected to this web service. No resources outside of ATS are required. Is legal counsel involved? Only for the contract approval portion.

### Conclusions/Decisions

Rehan Khan moved to accept proposal pending security study. Passed.

### Action Items

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**Project status report: Oracle Time and Labor**

**Presenter:** Kate Hazen

**Discussion**

Coding for this project is almost completed. Implementation is being delayed until July 16. Time clocks are in the process of being installed. For worker convenience, some clocks are being relocated from specific floors to main entry ways, so that people won't have to go out of their way to clock in and out. Question about application for mobile phones... there is no current application, but the web application, which is available, could help to fill that gap. Is this going to be also used in Health Sciences? Yes.

**Conclusions/Decisions**

**Action Items**

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**On-Boarding E-mail Requirements**

**Presenter:** Kate Hazen

**Discussion**

ATS is trying to implement a procedure whereby email accounts would be formally provided as a benefit though Human Resources. Contrary to some believe, it is not a supervisory decision as to whether an employee is entitled to an email account. Input was sought on a draft table, which lists job types, position titles, email systems, as well as initiation and termination dates. Will this work with ID Management? Yes. As a result of this system, it was decided that GroupWise coordinators would no longer be involved with account creation issues. Other discussion revolved around the idea of work-related institutional contacts and whether one year would be adequate time for proper notification and closure. Some adjunct faculty, for instance, only teach one course per year. Also discussed was the need for a primary account for people with multiple jobs/positions.

**Conclusions/Decisions**

**Action Items**

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Submitted by rjo.