

**NHED Chief Information Officers
October 31, 2011
Meeting Minutes**

Members Present: Shawn Bina, Harlan Tjader, Linda Raskovich, Chad Haatvedt, Shelly McCauley, James Bujold, Karen Kedrowski

Missouri Books Point of Sale System: Harlan provided update on meeting he attended hosted by MnSCU and MBS. Nearly every campus that is utilizing MBS has different needs or expectations. There was very little discussion about IT issues. MBS is willing to work with MnSCU campuses to some degree to get to a common practice/procedure. There will be some meetings to try to find a consensus procedure for most of the MnSCU schools, but these will likely not start before February.

The financial aid amount upload to MBS is vastly different for the campuses at the meeting. Some just give a flat amount to all students, others determine the maximum that a student could receive if they applied for all and give them that amount and others just assign the actual amount from ISRS. At VCC the financial aid director emails a report of SFA amounts for each student, this report is FTP'd to MBS and MBS has taken the report with header page and strips out the negative amounts and enters the positive amounts into their system. NHED colleges will need to determine which method to use.

SFA upload to ISRS is like the other issues of different practices for different campuses. NHED colleges will need to determine how often upload will occur. Our current thought is to upload once after the Financial Aid charge period is completed. We will switch our frommbs.txt file to a summary report from the detailed report to simplify the conversion process. We need to get verification on the summary report contents (fields). Our desire is to get a summary report for the SFA charge period for every student that covers the entire period. ISRS will not take a negative number in the upload file, book returns result in a negative number in the frommbs.txt file. If the summary covers the entire period there should not be a negative and there will be fewer entries to convert. We will ask MBS to complete the end of day process, which gives us the frommbs.txt file at 18:00 so we can get this file converted and uploaded to ISRS before they run the batch process at 23:30. Currently the MBS end of day is also run at 23:30 so the upload to ISRS is delayed a day.

Insight count as Insight is needed for the Course Import from ISRS. There is some setup. After courses are in Insight the Faculty Adoption can be turned on so the books go straight into TAonline. There is some setup that will need to be completed. Registrar Link will allow for a link from the MnSCU self-service registration page to Insight listing the books for the registered courses. There is some setup that will need to be completed.

Next steps:

1. Karen will facilitate meeting with NHED CFOs/business managers to identify financial aid amount that will be utilized in MBS, timeline for uploading/downloading data from/to MBS.
2. Harlan will provide assistance/documentation to NHED CIOs so that MBS system will be up and running at all NHED colleges for Spring Semester.

VMware Update: Harlan indicated that he received email authorization to download. Hibbing has moved their SAN to an NFS file system. We'll need to reconnect and then move the vms to the SAN. Because all the websites are running on OpenBSD vSphere 5 will be installed as it has a better feature set for OpenBSD. The Itasca host will be installed and tested with vSphere5 and then clone the websites to the Itasca host. Also need to get the DNS pointing to the Itasca hosted websites with some auto-magic timeout that will reroute the websites from Hibbing to Itasca when not available at Hibbing. Test this configuration a few times before updating the Hibbing host to vSphere5.

Next steps:

1. Harlan and Chad will set timeline for selection and installation and get started on moving websites.

Web Services: Linda expressed concerns over the number of web requests that HCC staff has received due to special web pages/websites. The group discussed the need to stay on track with moving the remainder of web sites to MODX versus addressing the requests for web services. The NHED priority has been and continues to be upgrading the current websites to MODX and implementing backup services at ICC. The group identified the need for a process to request web services.

Next steps:

1. Shelly and Karen will draft procedures and web service request form.
2. Harlan will receive training on web services from Ben.

Decision Matrix and Communication Process: The NHED CIO group will utilize a decision matrix when making District-wide IT recommendations to Cabinet. The NHED website will be the forum for communicating District-wide IT progress.

Next steps:

1. Karen and Shelly will draft decision matrix.
2. A request will be sent to Linda to have NHED CIO meeting minutes posted to NHED website.

Active Directory: Chad will have documentation available in a couple weeks and will send link to NHED CIOs.

Next meeting: Half day meeting in December (TBD)