

STUDENT AFFAIRS IT OVERSIGHT COMMITTEE

February 10, 2009

3:00 P.M. VPSA CONFERENCE ROOM 1

In Attendance: David Clokey, Tom Bloom, Gay Douglas, Dan Doerr, Cathy Downs, Jenn Lucia, Christine Wilson, Denise Beal, Wes Gregonis, Pam Schipani

Update on Status of Proposals defined at January Meeting

a. Residence Life Work Order management Application

Logan is working on specs to give to Tom and Residential Life will purchase an "off the Shelf" program.

b. Dining Services POS System

This needs to be done. They're working on the specs for the RFP. This process could take up to 9 months with the RFP most likely being over \$3,000.

c. CSD Assistive Technology Lab

The equipment has been finalized and they are in the process of purchasing the hardware and software to get it up and running. This is no longer a project now as the need to build an authentication interface is no longer necessary.

d. CMHS Video Monitoring

Tom will work with Deb to get an answer from CMHS on their desire to video and play the tapes back to review or to video live sessions. Tom will report back to the Committee.

Review of Dining Upgrade Request

Dining requests an upgrade to Eventmaster so the interface between FoodPro and Eventmaster will work. After discussion, the Committee came to consensus that this project needs to be done as a Priority Assignment A. Denise will check with Dennis to see if their HR program implementation or their Temptrak upgrade can be moved back on the Project list to get this project moved up.

Oscars for Dean of Students

Gay distributed a list of data fields that will be required by the DOSO for a case management program. Gay and Jenn will review Oscars, the CSD case management program to see if the current fields in that program can work for the DOSO on an interim basis. SAIT would simply create a copy of the program that would be separate from CSD for the DOSO use until a unique program can be defined and built. Gay will get back to Tom and let him know whether OSCARS can work for the DOSO.

Staff Updates (Searches)

SAIT has hired two new employees. Tom Wood has been hired as an Application Developer and John Barry has been hired as a Data Base Administrator. They have one more position they are still searching for and that is for a Data Base Analyst which will report to Val's Team.

Audit Update

Tom reported that the SAIT audit was originally to begin in March but since the last meeting OACE has requested the audit happen earlier. Tom and his staff have spent significant time the last two weeks responding to the auditor's questions. This process will likely continue for a few more weeks. Tom will share the questions and answers that were

prepared for Committee members that are interested. The audit will be more systems security and how IT is performed in the Division. Creation of business continuity and disaster recovery processes will likely be recommendations coming from the audit. Both processes will involve significant time from SAIT as well as each department within the division.

Other Items:

PST Files:

Tom reported that several folks in the Division are having problems with their archived outlook files. SAIT will be working with those folks that are still having problems with these files including a process to split large .pst files into smaller files.

Event Registration Application:

SAIT has researched and found a web site that will offer an on-line sign up for events free. It's called eventbrite.com. Tom will share this info with SAMT and others in the Division to try out. Events that require charging for admission or participation should use the RegOnLine.com program that is managed for the division by Conference Services.

Next Meeting

Tuesday, May 12, 2009; 3:00 p.m., VPSA Conference Room.