Administrative Services IT Committee
Meeting Notes
January 17, 2019 9:30am-11:00am IIC-3001


Regrets: Fred Christian-Quinton, Roxanne Millan, Jennifer O’Neill

Attachments:
ITGC Admin Services IT Committee Meeting Notes 2018-11-15

Agenda:

1. Confirm Previous Meeting Notes
   ➢ November 15, 2018 minutes approved

2. Active IT Investments/Projects Update

![Active IT Investments by Portfolio (47 Total) January 17, 2019]
Administrative Services Active IT Investments:

- Suggestion to included budget/cost as part of update – to be discussed further during an upcoming ITGC Chairs meeting.

<table>
<thead>
<tr>
<th>Investment</th>
<th>Description</th>
<th>Primary Portfolio</th>
<th>Sponsor</th>
<th>IT Provider</th>
<th>Status</th>
<th>Anticipated End Date</th>
<th>Notes</th>
<th>Percentage Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alumni Management System (Viking Replacement)</strong></td>
<td>Implementation of an alumni management system.</td>
<td>Administrative Services</td>
<td>President’s Office</td>
<td>ITS (SJ)</td>
<td>In progress</td>
<td>Mar-20</td>
<td>Preferred Bidder – Contract review and negotiation</td>
<td>25%</td>
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<tr>
<td><strong>Banner Upgrade</strong></td>
<td>Major upgrade to the HR, Student, Finance and administrative modules of Banner to move from the legacy end of life Oracle environment to a new web environment. This is a 2 year major and mandatory upgrade.</td>
<td>Administrative Services</td>
<td>ITS (SJ)</td>
<td>In progress</td>
<td>Banner Finance and Banner Student - Planning (October 2019) - Self-Service - Dec 2020</td>
<td>-Ellucian Forms transformation complete -Reporting assessment ongoing -Planning upgrade approach for Finance and Student by end of Jan -Environment preparation for testing and upgrade</td>
<td>25%</td>
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<tr>
<td><strong>Battery Venue Management System</strong></td>
<td>Purchase and implement conference and venue management software that optimize the business objectives of the Battery Facility and Administrative Services</td>
<td>Office of Public Engagement (Battery, Harris Centre, Botanical Gardens)</td>
<td>ITS (SJ)</td>
<td>In progress</td>
<td>Feb-19</td>
<td>Live for Signal Campus and Botanical Garden with the Festival of Lights; Phase 2 Booking Portal; GL Feed; potentially other</td>
<td>75%</td>
<td></td>
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<tr>
<td>Project Area</td>
<td>Details</td>
<td>Responsible Departments</td>
<td>Progress</td>
<td>Target Date</td>
<td>Status Notes</td>
<td></td>
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<td>Faculty Load &amp; Compensation</td>
<td>Implement a Banner module to support the processing of academic appointments that are temporary or short-term in nature, including payroll processes. Phase 1 involves a pilot of the module in HKR &amp; English for Per Course Appointments &amp; Extra Teaching only. The long term plan involves deployment to the entire university.</td>
<td>Administrative Services, Human Resources, ITS (SJ)</td>
<td>In progress</td>
<td>Dec-19</td>
<td>Rollout progressing well. English, HKR, HSS, Science, Education, Business, Social Work complete. Nursing, Pharmacy, Music &amp; Engineering in progress. Grenfell and Medicine delayed.</td>
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<tr>
<td>HR Apply Online Redesign</td>
<td>Replace current limited functionality of the Apply Online system.</td>
<td>Administrative Services, Human Resources, ITS (SJ)</td>
<td>In progress</td>
<td>Dec-18</td>
<td>Pending ITS Vulnerability Assessment</td>
<td>90%</td>
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<tr>
<td>Onbase - HR Document Management (Fortis Replacement)</td>
<td>Implement the OnBase Document Management System in Human Resources: • Phase 1 - HR Employee File</td>
<td>Administrative Services, Human Resources, ITS (SJ)</td>
<td>In progress</td>
<td>Dec-19</td>
<td>Executing Phase 1 Fortis Migration -Migrating internally OnBase HR</td>
<td>40%</td>
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### Management & Temporary File Sharing
- **Phase 2** - Replace the legacy Fortis system and migrate all records to OnBase
- **Phase 3** - HR Business Processes – Onbase Workflow

### Onbase - Implementation for VP Academic
- Automation of:
  - Tenure and Promotion/Academic Appointments
  - File Sharing
  - Committee Review and Approval
  - Reporting
- Administrative Services
- Office of the Provost
- ITS (SJ)
- In progress
- Dec-19
- Request to Recruit Process setup and tested: Rollout of first process scheduled for end of Jan. Reviewing recommendation for Academic App process and approach for deployment: 30%

### Onbase - Implementation for VP Administration and Finance
- Create a model Office deployment of OnBase (VP Admin and Finance) that can be templated for use in other areas:
- Administrative Services
- Office of VP Admin and Finance
- ITS (SJ)
- In progress
- Dec-18
- Aiming to close by end of Jan: 95%
<table>
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<tr>
<th>Policy Database Redesign</th>
<th>Current Policy database is nearing EOL and requires substantial work effort to enhance.</th>
<th>Administrative Services</th>
<th>Board of Regents</th>
<th>ITS (SJ)</th>
<th>In progress</th>
<th>Unknown</th>
<th>Vulnerability Assessment needs to be scheduled</th>
<th>90%</th>
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<tbody>
<tr>
<td>Website Content Management System Replacement (TerminalFOUR)</td>
<td>The implementation and migration of 418 mun.ca Site Builder sites to T4 and terminate the use of Site Builder.</td>
<td>Administrative Services</td>
<td>Marketing and Communications</td>
<td>ITS (SJ)</td>
<td>In progress</td>
<td>Dec-19</td>
<td>Early stages - requires Servers and a Vulnerability Assessment</td>
<td>5%</td>
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<td>Surveyor - Energy Savings</td>
<td>Implement the Honeywell Surveyor Energy Savings system to provide Windows and Mac desktop power management solution on the St. John’s Campus. A similar project is now underway at Grenfell.</td>
<td>Administrative Services</td>
<td>Facilities Management, Office of the CIO</td>
<td>ITS (SJ), Grenfell ITS</td>
<td>In progress</td>
<td>Feb-19</td>
<td>Mandatory as per the Energy Performance Contract (EPC);</td>
<td>30%</td>
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### Enterprise Scheduling Tool

- **Provide a platform to allow for better space utilization, where all classrooms and meeting spaces can be managed in one software application**

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<th>Administrative Services</th>
<th>Office of the Registrar</th>
<th>ITS (SJ)</th>
<th>Endorsed</th>
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<tbody>
<tr>
<td>Initial meeting held with Sponsor to discuss RFP requirements, Working Team and Steering Committee setup. Meeting planned to discuss R25 requirement for July replacement.</td>
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- Two new Research Proposals FYI Only – endorsed by Research IT Committee
  - **Animal Care Software**
    - **Benefits**
      - Increased speed of processing times for animal orders, billings, and health monitoring records
      - Access to real time health monitoring information from mobile devices
      - Enhanced mechanism for facilities and logistics planning
      - Analytical tool for enhanced regulatory and operations reporting
      - Enhanced experience and service delivery to research and teaching community
    - **Constraints**
      - Operational and functioning prior to ACS move to new Animal Resource Centre in 2020
      - Full integration with Memorial systems, i.e. Romeo, Banner
      - Budget should be limited to $250k total over five years
    - **Key Milestones**
      - Completion and release of RFP
      - Sourced bidder to provide in-house training
      - Complete data integration from current databases
      - Departmental testing
Roll out to university community

**Romeo to the Cloud**

- **Benefits**
  - More efficient and timely implementation of software updates
  - Obsolescence – Roughly 80% of Process Pathways clientele have already moved to the ROMEO Cloud.
  - Increased software speed - A common theme from other institutions who have migrated to the ROMEO Cloud is that the speed of the ROMEO software has increased considerably.

- **Constraints**
  - Migrate to cloud after fiscal year end

- **Key Milestones**
  - Cloud Assessment process complete – March 15, 2019
  - Cloud Migration complete – May 15, 2019

3. **Data Centre Task Force Update**
   - Data Centre Audit
     - Risk assessment
     - Data Centre Consultation end of December

   - World Café Style engagement with 3 questions on what change and action in:
     1. Infrastructure and Facilities Management
     2. Procurement
     3. Resource Management

   - Recommendations to be presented to VPC

   - Data Center Task Force established
4. IT Inventory Review

IT Inventory Spreadsheet available from ITGC website:

- [https://www.mun.ca/cio/governance/](https://www.mun.ca/cio/governance/)

Opportunities/Risk

- Top of mind/recent examples discussed:
  - Scheduling Software
    - Steering Committee to be formed to evaluate RFP and cross campus benefit
  - Space management
    - Wayne Pinsent presentation on Space Management identifying potential need to replace Aperture and to inquire on any possible requirements/synergies from other units
  - OnBase – *Enterprise* Content Management Software
  - USI – *Enterprise* Event and Venue Management

Comments:

1. Send out communication when endorsed/implemented using Newsline etc. to University community identifying Enterprise class systems and potential usage and synergies
2. Potential to create policy to help adoption of enterprise class systems

- Other opportunities?
  - Bulk Email? (Campaigner; Constant Contact; Salesforce)
  - Inventory items labelled as Yellow or Red?
5. Other Business
   - Next meeting March 14, 2019