

IRC Meeting - October 6, 1998

Present: Alice Dean, Jane Graves, Joe Thornton, Jennifer Taxman, Susan Zappen, Frances Hoffmann, Viviana Rangil, Ruth Copans, Chris Doherty, Ken Hapeman, Leo Geoffrion, Ann Henderson, Stan McGaughey, Roy Meyers you were there and so was Colleen.

I. Minutes from September 22, 1998

Bob had 2 corrections to the minutes of September 22, 1998:

In reference to the Hawkins report the sentence should read "Bob reminded the Council that the Hawkins report remarked on the apparent increase in cooperation between the two operations but DID not recommend combining the units" and the first sentence of the last paragraph should read "As a result of this meeting, the 1998-99 IRC agenda includeS, those items..."

The corrected minutes were approved.

II. Bob explained that there should be two student representatives to IRC but because of a scheduling conflict there is only one. Scott Diamond '99 has volunteered to join the Council for the fall semester and the student representative originally appointed by SGA will join IRC in the spring.

III. Bob turned the meeting over to Stan McGaughey, Director, Administrative Computing Services, to explore the status of the new College database system.

Stan explained the original goal for replacing the AIMS system was to install an integrated academic information system that would support the breadth of Skidmore's informational needs, and would include student systems, financial and general information management systems, and alumni/development systems. The new system will provide easier reporting beyond that which is currently available in AIMS. Technological considerations included providing an industry standard database (Oracle), data security, evolution of software applications which would be managed by vendors as well as on-going maintenance and "bug fixes" also provided by the vendors. It was important that the system chosen be able to integrate with Skidmore's stand-alone systems as well as interface with the external agencies and processing centers that Skidmore engages. The need to eliminate institutional dependency upon two programmer/analysts, and provide freedom for the local database services staff to focus on training, technological advancement as well as assisting users were other major considerations. After considering all issues, Oracle Public Sector Financials were purchased in February of 1997 and the Exeter Student Suite was purchased in September of 1997. Products still scheduled for purchase include scheduling software, alumni/development software and Oracle Advanced Benefits.

Stan reported that Purchasing, Accounts Payable and the General Ledger went into production on June 1, 1998. Human Resources and Payroll will go into production on January 1, 1999. Stan explained that the HR/Payroll module has had to be rescheduled from an original "go live" date of October 1, 1998 due to the complexity of the payroll module as well as staff changes. The current implementation schedule for the rest of the project follows:

Admissions

Student Search - mid March 1999

Prospect and applicant management - June 1999

Financial Aid

Summer 1999 - class of 2004

Student Accounts Receivable

Bill for the fall of 1999

Student Housing

Housing incoming class of 2003 using Exeter software - summer 1999

Live processing - Fall 1999

Student Registration and Records

Convert - June 1, 1999

Course catalog and Fall 1999 schedule

Upper-class registrations Fall 1999

Register entering class of 2003 - July 15, 1999

On-line student registration/faculty advising - November 1, 1999 (?)

Convert student history records - January 1, 2000

CITS staff have modified the Web-based time-and-attendance module to integrate with Oracle Payroll (done June 1998), implemented the student auto-time system to integrate with AIMS and then Oracle (done August 1, 1998), and modified the Purchasing Card software to integrate with Oracle General Ledger (to be completed April 1, 1999), integrated "live" AIMS general ledger to "live" Oracle general ledger (done June 1, 1998) and prepared Web-based, on-line general ledger viewing (done September 1, 1998).

Stan reviewed the staff training that has been completed and training that will be required of end users and database services staff. He outlined unexpected challenges that have been encountered such as the complexity of the Oracle payroll module, Skidmore's own complex payroll and HR requirements as well as the loss of staff due to their valuable Oracle-based marketability.

## EXETER

Since all Exeter modules are interdependent, once implementation of this software begins it all must continue on schedule. The dates of that implementation hinge on the HR/Payroll "go live" date of January 1, 1999.

Ann reviewed the Exeter application, and the input she has received from a group of selected faculty with respect to advising/registration issues. In the context of Exeter software, several approaches to registration/advising are under consideration. Ann asked for input on this matter from faculty members of IRC. Exeter offers students access to account information, course registration information, on-line course registration, degree shopping and grades. Faculty will have access to class rosters, be able to enter grades, and advise students with the aid of Exeter software. Ann explained that the Exeter company was chosen because of their earlier work with higher education and the sophisticated processing admissions information that their product provides.

Stan concluded by explaining that selecting Alumni/Development software, and developing a Management Information System remains to be done.

Bob closed the meeting by asking Chris to send a revised meeting schedule to IRC members by Wednesday, October 7. The next meeting will be on Tuesday, October 20 at 3:30 in Dana 181.

A copy of Stan's PowerPoint presentation will be attached to the official minutes.