



Information Technology Users Advisory Committee Meeting

AGENDA

Merrill-Cazier Library 154

November 18, 2008

3:00 p.m. – 4:00 p.m.

WELCOME

Eric Worthen, Committee Chair

BANNER 8 UPDATE

Doug Garrett

OLD CARD SYSTEM DISCONNECT DATE, STATUS OF NEW CARD SYSTEM ON CAMPUS, UPDATE ON E-COMMERCE SOLUTIONS

Stacie Gomm

FEEDBACK ON CC.USU.EDU TRANSITION

Eric Worthen

OTHER

DATES FOR THE 2008-09 SCHOOL YEAR

Tuesday, January 20, 3:00 p.m.

Tuesday, March 17, 3:00 p.m.

If needed:

Tuesday, April 21, 3:00 p.m.



IT USERS ADVISORY COMMITTEE

MINUTES

November 18, 2008

3:00-4:00 p.m.

Merrill-Cazier Library 154

PRESENT

Aaron Andersen, Franklin Bacheller, Lola Jean Bolton, Stacie Gomm, Eric Hawley, Dennis Hinkamp, Laura Holley, Conna Meeker, Jodi Morgan, Andrew Samaha, Joan Scheffke, Nathan Smith, Susan Turner, Eric Worthen

EXCUSED / ABSENT

Peter Adler, Kirk Bostick, Sharyn Bradfield, Jacob Brown, Clint Bryant, Mark Damen, Charles Delaney, Michael Dietz, Jim Dorward, Scott Ensign, Bryce Fifield, Nicholas Flann, Keith Gibson, Rob Gillies, Alan Hashimoto, Janna Hawkins, George Hruby, Wes James, Jeremy Jennings, Kay Jeppesen, John Johnson, Justin Julander, Michelle Larson, Gordon May, Mac McKee, Craig Miller, Doug Nakken, Thorana Nelson, John Nicholson, Brian Nummer, Wallace Odd, Sydney Peterson, Scott Randall, Benjamin Renard-Wiart, Adrie Roberts, Cyndi Rowland, Paul Schreuders, Josh Schultz, Elisa Taylor, John Weeks, Amy Wilberg

GUESTS

Bob Bayn, Steve Funk, Doug Garrett, Kevin Reeve, Alyson Straquadine

WELCOME

Eric Worthen thanked those in attendance.

BANNER 8 UPDATE

Doug Garrett gave a short demonstration of Banner 8 and noted that users will not notice huge changes. He stated that for those currently using Banner, the few differences will be easy for them to adjust too. Jodi Morgan has been testing the new version and said that it does have a little different look. The biggest change for her is that the quick keys are gone and it is now required to use the icons. However, she felt it was user friendly and the changes were not dynamic enough to require intensive training.

Doug felt the biggest challenge is getting Banner 8 installed in a timely manner. The timeline for installing Banner 8 is as follows:

November 27 (Thursday, Thanksgiving Day) – 12:00-6:00 a.m., there will be no services available as the entire USU network will be down to make some changes in the Data Center.

November 27, Thursday, through November 30, Sunday, Banner will be unavailable. The database contains 150 gigabytes so will take some time to move. This upgrade will also include moving from Oracle 10-11G. The benefits of moving from Oracle 10 to 11G is to enhance performance.

Doug emphasized that it is necessary to make this change now as new products will be coming out that will be of significant value to USU. They will not be implemented at this time but will gradually be added as needs are met.

OLD CARD SYSTEM DISCONNECT DATE, STATUS OF NEW CARD SYSTEM ON CAMPUS, UPDATE ON E-COMMERCE SOLUTIONS

Stacie Gomm reported that the old system is going away. There will be two systems that will replace the current system referred to as "Rod's System". The timeline for this implementation is:

Monday, December 8 – Implementation will begin with an estimated six week implementation process.

Wednesday, January 28 – Focus begins on moving "Rod's System" users which will take approximately one month. Upon completion of this step the card services will be opened for all of campus and new users.

Two Systems:

- #1 Rod's System converted to Blackboard. This conversion should be completed by November 21. This system provides for credit card payment through a reader or through online forms. This conversion required that a client be placed on each machine. Monica Tripler has performed this task with 120 sites having been converted.
- #2 IT will develop the e-Commerce solution. IT has signed with Touchnet to provide the e-Commerce gateway. It will require that each have a web page where they can select products and then click on the product they would like to purchase where it will then be transferred to the Touchnet system where each individual can enter their own credit card information. There will be a one-time setup fee of \$150 with a \$65/month service fee or \$780 annually to use the gateway. IT will also offer a shopping cart and build the web page for a \$500 setup fee and a \$2,000 annual service fee. This annual fee will include defined services provided.

Stacie cautioned that each should remember that when you accept VISA, Mastercard, Discover, etc., you will have to pay a fee to these companies. Rod's System allowed P-cards to be used without this fee because they were captured prior to hitting the credit card system. There is a fine line with these transactions and IT needs to make certain they are within the legal realms. USU must be PCI compliant.

For the e-Commerce system that IT is building the procedure will be to take P-cards and have the user educated to pay with the OCC number which will connect to a number that IT builds.

Questions:

If Extension or another unit has educational materials to sell how will they transfer this service? Stacie stated that a meeting is scheduled for this Friday, November 21 at 1:00 p.m., Main 136 (Champ Hall Conference Room) to discuss this very procedure. She invited all who would be interested to attend.

Will individuals be able to register for conferences from off campus?

Yes, the user will have to identify the type of card they are using.

Stacie emphasized that improvement on the card system has been a long time coming and IT is very, very excited.

FEEDBACK ON CC.USU.EDU TRANSITION

Eric Worthen stated that it seems everyone made the switch over and all is going as hoped and planned for.

Question:

What happens if you send email to a cc account?

If the individual setup a forward, it will go to the individual at their new account. If they did not setup a forward, it is no more.

It was noted that the marketing on this change was exceptional with three separate mailings made beginning in May, 2008.

OTHER:

IT Policies- Policies that were approved:

Network Monitoring & Vulnerability Scanning, Information Privacy, Institutional Email Service

To review these policies go to <http://it.usu.edu/policies>

Questions:

Would there be another avenue to maintain the needed security besides participating in updates ?

The updates that are currently provided are more robust and protected so there is much less of a concern on security. All were encouraged to be sure and reboot after updates if they have MAC systems.

Will the Graduate School be able to take credit card payments for services through Access?

These purchases go through the SSB system which means they are able to take the payments. They go through Touchnet.

NEXT MEETING:

Tuesday, January 20, 3:00 p.m.

Eric Worthen asked that committee members let him know if they feel the meetings should be held more often.