

Chief Technology Officers Meeting Minutes  
March 16, 2005 10:00 am  
Video sites in Reno, Las Vegas, and Elko

Present: Jeff Cox, Lyle Pritchett, Lori Temple, Al Valbuena, Steven Zink, Linda Kennedy, Sally Phares, Roberta Roth, Becky Seibert

1. Task Force Report and Discussion

**VC Technology Search**

The latest VC Technology position announcement was mailed to the CTO's. The search is beginning.

**ERP Potential Financing Options including SCS Reallocation and Student Fee**

The Potential Financial Options spreadsheet was mailed to the CTO's. Included on the spreadsheet are SCS's \$3.1 million and 17 FTE currently used to support the administrative applications and the IBM mainframe environment. The reallocations are staged according to when each new ERP application comes into production. The Task Force has requested information from each campus about potential reallocations to the ERP project. Lori asked about the methods other campuses would use in identifying reallocations. She mentioned that one source of reallocation is some of the support currently used for supplemental systems. Al Valbuena said his IT staff is already thinly stretched. He suggested that they might identify what kinds of current staff positions could be used for new functions. This would require identifying functions that will disappear. Becky suggested that both IT and business functional positions might be included. Lyle said he had reported to his administration that he could reallocate 1 FTE. Steve said it would be difficult for UNR to identify reallocations until they know what new system will be adopted. Becky suggested that training funds might be part of the reallocation. Lori said she has asked that people use existing opportunities, such as conferences, to learn what they can about how to assist UNLV with the transition.

Becky mentioned a concern that the Task Force has mentioned existing student fees as a potential source of ERP funding. The CTO's present agreed that would be disastrous for current IT services to students. President Carpenter had also made a point at the Task Force meeting that using a new student fee for the ERP would limit campuses flexibility in finding funding for other priorities. It was suggested that the CTO's might mention in their reallocation reports that student fees are fully committed to other student support tasks and could not be reallocated.

**Communications – Chair's bulletin, input channels?**

As a result of the communications issue raised by the CTO's the Task Force is focusing more on communicating its activities to the UCCSN community. Chair Seastrand will be issuing bulletins following the meetings. They are also seeking ways to solicit input to their process.

## **ERP Project Plan**

The Task Force discussed a project plan for vendor selection that was brought forward by the SCS PMO. Becky summarized some potential elements of the plan as modified by the Task Force.

Deliverables include:

1. Solution architecture decision
2. Requirements documentation for vendor and implementation partner selection process
3. Documented vendor evaluation process
4. Vendor selection for the most appropriate ERP solution for UCCSN and its eight institutions
5. Selection of an implementation partner
6. Infrastructure (e.g. hardware, database, network) options and costs required to support ERP solution
7. Budget for project implementation
8. Funding sources for hardware, software, and services as provided by the Business Officers
9. Completed contract negotiations for software and services

A summary of Governance includes:

- Board of Regents—provides mandate, ensures project benefits the entire System, and makes final decisions.
- Chancellor—accountable to the Board for project's success.
- Technology Task Force—
  1. Assigns Project Director and other staff as required
  2. Approves the project plan and subsequent changes
  3. Ensures participation of relevant constituencies
  4. Monitors project status
  5. Provides project status to the Board of Regents and the Chancellor
  6. Reviews project deliverables (e.g. architecture and vendor recommendations)
  7. Provides decision recommendations to Chancellor and the Board of Regents
- Project Director—a staff assignment by the Task Force to lead the project, solicit information and deliver to Task Force for its decisions and recommendations to the Board. The Vice Chancellor for Technology was suggested for this role. The Project Director will use existing bodies, such as the CTO's, Business Officers, Student Affairs Council, Human Resources Council, etc., to assist with the public solicitation, evaluation and review of vendor responses. The work of these staff members will be treated as staff assignments and will not be subject to Open Meeting procedures.

Decisions will be made by the Technology Task Force in public meetings.

### **Consultant RFP Status**

The Scope of Work for the consultant SCS is hiring to assist with the vendor selection portion of the project was mailed to the CTO's.

### **Business Case Material**

The Task Force is soliciting anecdotal and substantive information to strengthen the business case to be presented to the Legislature.

## 2. SCS Budget Overview

In response to the question likely to be asked about how SCS spends the non-IBM/SIS/Financial/HR portion of its budget, SCS prepared a high level operating budget summary. It was mailed to the CTO's.

## 3. Oracle Visit Update

Oracle representatives will be in Nevada on April 1. A meeting will be held from 11 am until 5 pm and will focus on Oracle licensing and the UCCSN Oracle license in particular. The CTO's and anyone they choose are invited to participate. One outcome will be discussion about what enhancements might be needed to our existing contract. SCS is also planning to facilitate coordination of Oracle training to realize some cost savings.

## 4. WebCT Collaboration

Sally Phares will coordinate a meeting of CTO's and other interested persons to discuss what opportunities there might be for collaboration in Vista/WebCT services in the event that no new funding is forthcoming.

## 5. Desktop Printing for Web Contracts

UNLV is distributing web contract printing and has initiated an SCS project to facilitate contract printing on a wider variety of printers. There are also security issues that need to be addressed as part of the project. UNLV needs a solution before June 1 as they print many staff and student contracts during the summer. Lori hopes that if this problem can be solved for UNLV it can be applied to other campuses as well. Steve Zink will look into UNR's status on this problem.

## 6. HR Assessment Presentation

The group discussed the presentations given on March 14 and 15. The quality of the presentations was thought to be poor. SCS has asked for some additional reporting from the consultant in order to fulfill the contract. Lori expressed the hope that some of the

suggestions made at the Las Vegas presentation will be incorporated into the final product.