



**Steering Committee for Administrative Computing
AGENDA, NOTES AND ACTION ITEMS
March 2, 2004**

Members Present: Calvin Eckel, Jim Pritchard, Fred Estrella, Max Davis-Johnson, John Campbell, Pat Haeuser, Patrick Martin, Kathy Savage, Sue Stefanko, Bob Norton, Josh Allen, Dave Bousquet, and new member Sue Mckinnon.
Members absent: Ron Pitt.

Call to order 3:30pm.

- I. Review and approve prior Minutes – February, 2004
Minutes approved as presented.

- II. Academic Reorganization – Systems Impact – Max Davis-Johnson
 1. Max provided a Draft Copy of the Blue Ribbon Task Force restructuring recommendations. (See attached.)

 2. Max briefed the committee on some of the time elements that must be planned for with the approval of either Academic Reorganization plan. He informed the committee of the proposed mandatory start date of June 1, 2004 for all possible PeopleSoft changes for either reorganization plan.

 3. The committee discussed possible ramifications and the potential resources needed to complete this process. The committee agreed to assemble a list of possible impacts the reorganization will have on the various departments by the next meeting, April 6, 2004.

- III. Refund Update – Calvin Eckel
 1. Calvin reported to the committee that the Tuition Refunding Policy has been approved by the President's Cabinet and will be implemented beginning the Fall 04 session.

- IV. Direct Deposit of Employee Reimbursements – Bob Norton
 1. Bob informed the committee of the capability of the Advantage Financial package to process all travel and employee reimbursements to an employee's direct deposit account.

 2. This new process would save money on check printing, distribution and some bank fees.

 3. The Comptroller's office would like to interface into the PeopleSoft Payroll database to provide this option. Employees will be given the option to still have these reimbursements in check form. The committee approved the request.



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V. CIT Update – Sue Stefanko

1. 3,400 degree audits were processed during February.
2. 1,000 Faculty and Advisors processed degree audits in February.
3. Enrollment Cancellation was processed.
4. Faculty can now see “Total Enrollment” for their classes.
5. Summer Enrollment will begin March 8, 2004.
6. Student Financials posting approved.
7. HEUG Conference will begin March 8, 2004. Will research the future PeopleSoft updates, including the possible splitting of H/R and Student Databases.

VI. CMC Update – Pat Haeuser

1. Change request for the Estimation of Student Records audit program plan will be processed March 2, 2004.

VII. Good of the Order

1. Fred Estrella – Informed the committee of the upgrades and implementations to the NAU Mailgate Email system hardware.
2. Fred Estrella and John Campbell – Informed the committee of new processes and procedures along with possible software purchases that will help to protect and enhance the NAU Mailgate Email system.

Moved to adjourn.

Meeting adjourned 4:40 pm