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**Agenda**  
ADAC Meeting #33  
May 19, 2015 - 10:30 am – 12 pm  
Pond Room, Michigan Union

**Representatives:**

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<th>Area</th>
<th>Steward</th>
<th>At Large Member</th>
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<td>Communications</td>
<td>Steve Schram</td>
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<td>Development</td>
<td>Karen Isble</td>
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<td>Finance</td>
<td>James Gorman</td>
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<td>Human Resources</td>
<td>Laurita Thomas, Chair and IT Council Rep</td>
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<td>Physical Resources</td>
<td>Kim Kiernan</td>
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<td>Research Administration</td>
<td>Daryl Weinert, James Ashton-Miller</td>
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<td>Student Administration</td>
<td>James Holloway, IT Council Rep Paul Robinson</td>
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<td>Kedra Ishop</td>
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<td>Student Life</td>
<td>George DiGiacomo</td>
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<td>Shared Service Center</td>
<td>Pam Gabel</td>
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<td>College of Engineering</td>
<td>Debbie Mero</td>
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<td>College of Literature, Science &amp; Arts</td>
<td>Steve Schlecht</td>
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<td>Gerald Ford School of Public Policy</td>
<td>Marcy Brighton</td>
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<td>Medical School</td>
<td>Matt Comstock</td>
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<td>Provost’s Office</td>
<td>Jo Ann Preissner</td>
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<td>Ross School of Business</td>
<td>Valerie Suslow</td>
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<td>Information &amp; Technology Services</td>
<td>Holly Nielsen, Carrie Shumaker, Darcy Turner</td>
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Agenda Items:

**Presentation for today**

- Welcome / Introductions (Laurita Thomas)
- Master List of ADAC Projects (Carrie Shumaker)
- Prioritization Review / New Project Proposals (Domain Stewards)
- Investments in Admin Systems (Carrie Shumaker)
- IT Strategy Update (Darcy Turner)
- Next Steps / Timeline (Carrie Shumaker)
  
  - Link to voting spreadsheet
  - Member voting: 5/19/15 - 6/9/15
  - At 6/16/15 meeting - Discuss, adjust, approve proposed plan.

- Appendix: ITS FY15 Work Effort by Domain Area

**ADAC 5-19-15 Meeting Notes**

**Discussion:**

**ADAC Proposals:**

- Lot of backlog, re-prioritization may be necessary
- Docusign: Investigation and RFP only, would have to come back again potentially as cap request with decision needed. Supports partnerships with external institutions. Supports executives signing contracts while traveling. Desires enterprise license. Licensing costs not included in proposal, need to determine funding source. This is fully encrypted software - not sure how it is different than Adobe signature technology. This software does use multifactor authentication.
- DEV-HRMS multiple appt to DART transfer: Currently only the first appointment is interfaced to DART; additional appointments must be hand entered. Schools / colleges would like secondary / tertiary appointments added to facilitate faculty & staff campaign and other efforts. All faculty / staff are already in DART, but only their primary appointment is included. Larry will check on the hours; members commented that 720 seems like a high estimate.
● DEV-DART Data Warehouse Enhancements: The DART DW was very rudimentary at go-live and with continual upgrades there has not been the bandwidth to continue to build out needed functionality. Need to update with newer upgrades of the software to discontinue modifications that are no longer needed and to fully utilize new functionality.

● DEV-DART eResearch data transfer: Some grants / gifts we receive from foundations (& sometimes corporations) end up in eResearch. We have to go into eResearch monthly and query grants that should be added to DART, filter through them, figure out which should be counted, and manually add them to DART to fully account for private support to the Regents. This takes several FTEs, several days per month. Need to do a feasibility assessment first, and then design & implement - the request is hours for both.

● HCM-Med ABR Calculation: Manual effort, side system, impacts LEO (schools/colleges, grievances, etc.), impacts families

● SA - Dashboard for Office of Enrollment: Project team will be cross-university, so that schools / colleges can leverage. Currently available data (sometimes in cryptic reports that are hard to read). Admissions data should be shared with all schools / colleges. Goal is to develop & share across all units. COE has a system that could be shared.

● SA - Student Residency Enhancements: Low 40% of our students are out-state, multiple admitting offices, some criteria in our student system around residency should be analyzed and changed. Regental changes in residency requirements also need to be incorporated. Can frustrate applicants, change financial packages, and even drive students away.

● SSC - Fix: We have interfaces from the HR system that feed the pay systems. These are not always consistent and cause create problems paying people on a fair & consistent basis. Ex: when faculty go on leave and submit travel expenses, they are denied since they are not considered active. This doesn’t happen often but is very painful. Hours may be too low? HR is planning to take a comprehensive look at all HCM interfaces.

● Conference & Events Software: Integration their software with Financials.

Strategy:

● Investments in Admin Systems: Discussed the costs of customizations to administrative systems and how those will need to be re-assessed as we move to the cloud at some point. It is important to consider total University cost as we assess which customizations to roll back - don’t miss school / college effort.

● IT Strategic Plan - in Draft mode, please read and comment on this strategy. Eventually, as we make decisions on capital and other requests, will be important to align with this plan. We need to make this connection more clear. Themes of the ITSP include investment in mission - aligned technologies, providing shared services, creating a “Michigan IT” community. “People” - in order to provide excellent support, it’s important to invest in staff as well, not just faculty. Comment - the section on Administrative sections in the ITSP is not as built out as it could be. There should be a flavor for how Admin systems can support all other areas. “Collaboration” - is a differentiator. “Technology” - accessibility, cloud, unmetered access to commodity services where
practical. “Organization” - appropriate decentralization, evolution of strategy over time, avoid one-size-fits-all policies where they create barriers. From IT Council, are there big statements / goals that summarize our IT strategy and to which we can all aspire / align? Let’s talk about what those would be. We are not sure where this will go, but it should be good work over the next year.

● Laurita: Please provide reactions / comments / suggestions to me and James. It is our job as representative of ADAC to take that feedback forward. Our feedback is not falling on deaf ears at IT Council; the group & Laura has been very responsive.

Next Steps:
● Deb asked about whether the production support effort was really going up or just the denominator going down.

Action Items:

● Take another look at effort estimates for DART interface for DEV (Larry)
● D. Mero: Where does MReports enhancements fit into this backlog? They are just another part of the life cycle for Finance. Carrie to follow up later with Debbie.

Next Meeting Date:

June 16, 2015, 10:30 am - 12 pm

Here is the link to our website with our charge.
http://cio.umich.edu/governance/administrative-domain.php