ERP CORE IMPLEMENTATION TEAM
Date: January 7, 2008
Location: Sparks Hall 3rd Floor Conference Room
Submitted by: Tina Flener

Members Present:
Jackie Dudley

Josh Jacobs	Jim Baurer
Linda Miller	Teri Ray
Phyllis Baurer	Linda Myhill
Tracy Roberts	Anita Poynor

Members Absent:
-0-
Visitor
-0-

Jackie opened the meeting by handing out the agenda.

Item # 1 –Evisions (http://www.evisions.com/) Intellecheck and Forms Fusion.-

Jackie indicated contracts being reviewed and awaiting signatures; software is done by SunGard. This software will be used to write checks, generate PO#'s to distribute to vendors.

Item # 2 –AppWorx-agreement signed (Need to work with SunGard to schedule installation and training) –

Phyllis has software awaiting schedule to install.

Item # 3 –Dars/Darwin interface purchase–

Jackie said she has received contracts this week and have sent to Kathy Kerr to review. Jackie also said we chose to stay with Dars so we didn't have to purchase the interface.

Item # 4 –Subsystems schedule-Programmers will be updating in coordination with functional teams–

Jackie stated that Brantley, Britt and she have started on the subsystems schedule. Which is taking anything that is going to interface with the internet whether it be simply a interface or subsystem that is going to be used for talking back and forth and trying to place due dates on those at some point hopefully to stick names with whoever over in Phyllis's shop who's going to be doing this interface system.

Item # 5 –Banner Maintenance Schedule–

Item # 6 –PDD completion–

Item # 7 –Data Standards version 1 to be distributed–

Jackie stated that the group has settled on a first version of the data standards document. We are going to move on and as the version changes we will have a version 2 someday. Jackie stressed that the Data Standards would be something that was not only to be applied to the Banner database, but all those on campus.

Item # 8 –Summit travel–

Jackie indicated that the Core needed to decide how Summit would be paid for.

Item # 9 –Exchange analysis for limited users
        Create a team and appoint lead
        Establish schedule–
Linda Miller requested that Exchange discussions be deferred until next week, after Christmas break 2 servers failed and most all data was being backed up, also lost calendar.

Item #10-Team Reports
        Student-Anita/Jim
        Finance-Jackie
        HR-Teri
        Luminis-Tracy
        Communications-Josh
        Network, Service & DB Support-Phyllis
Anita - Open issues are on the website (Blackboard). We are going to start student meetings next week, have issues with late registration fees.

Jim – **Recommendation:** Both housing and Book Store have done a lot of research. He moved that the Book Store be able to purchase POS System and asked that Housing become more aggressive in finding 3rd party vendors.

Jackie inquired how long before the Bookstore could install new POS machines. Jim replied it would be about 2 years. Jackie was concerned that we would purchase POS & let them set for 2 years before they get installed. She thought we need to stay with the original plan.

Recommendation: University Bookstore is allowed to move forward to purchase POS system that integrates with Banner and functions as a POS stand alone until such time as an interface with Banner is established. The Bookstore would continue to utilize their current mainframe applications through the Banner implementation phase.

Housing: is encouraged to host demonstrations by 3rd party partners to Banner during the spring semester to determine stand alone functionality. A joint recommendation by Housing and Information Systems presented through the Student team to the Core is required in order to develop a strategy for meeting the needs of Housing within budget constraints once vendor demos are completed.

Jackie – **Finance - Issues:** Determining if Requisitions and Departmental invoicing will be done through SSB or INB.

Completion of FOAPAL tables for distribution to IS by Jan 15.

Trying to determine if Indexes will be used for Account number shortcuts.

Determining exactly how to present new FOAPAL in the 2008-09 Budget documents.

Go Live date has been moved to June 1, 2008. Need for procession procurement documents for the 2008-09 FY. Will need Luminis up at same time or shortly after.

Designing of electronic approvals for budget transactions. I will bring a draft procedure to the Core soon.

Brantly and Brett plan to begin developing scripts and loading General Person Address, SS, and Email addresses for completion of first run by first week of Feb.

Select dept. users from Finance Team will start developing department user manuals.

Will new FOAPAL numbers require new Purchasing Cards to be issued for July 1, 2008. Majority of cards will require a re-issuance in Oct. 2008 anyway.