ERP CORE IMPLEMENTATION TEAM
Date: May 5, 2009
Location: Stables, Curris Center
Submitted by: Linda Farley

Members Present:
Jackie Dudley

Brantly Travis	Josh Jacobs
Linda Miller	Anita Poynor
Tracy Roberts	Tom Hoffacker

Members Absent:

David Blackburn	Stacy Bell
Linda Myhill	

Visitor(s):
0

Registration Update: Josh reported that there were a lot of good comments received from the SGA.

Management of Duplicate PIDM's: Brantly brought up the issue of people having duplicate roles such as student, employee, admissions, etc. Brantly questioned which ones will be used and how can we cut down on this problem. After much discussion, the Core Team decided that they would need to review common matching rules and have training updates for users. Brantly and Tracy will work together to develop a procedure to fix this problem or how to combine duplicate records. Jackie stated they will revisit this issue after Brantly and Tracy have had some time to review it.

Update on Management of Student/Employee Name Changes for Sign-on or E-mail Accts: Linda Miller updated the Core Team on people having issues with having incorrect names assigned to their Luminis Login's, BlackBoard, and e-mail addresses. Brantly added that on BlackBoard and Luminis changes are made twice a year; the issue lies with people having the wrong name made public via BlackBoard or e-mail. Linda stated that the easiest fix is to assign an alias that can be seen publicly, and continue to keep a list and do the system changes twice a year. Jackie suggested that Linda and Brantly research the issue further to see what can be done. They will talk to Sherry Riddle who has a list of people who have a problem with incorrect names.

Update on A/R "Go Live", Including Touchnet:
- *Status*

    -Anita stated the student part of A/R is working except for web and regular classes' combination to full-time. Regional discounts are not working correctly

unless a negative tuition rule is put in, which gives it to all part-time students which is a large problem. They are trying to resolve this issue.

-Anita informed the Core Team that they have a solution for the ID card, though it's not a good solution because several students will be charged even though they shouldn't be. Any readmitted student will be charged another fee, though this can be fixed once identified. Anita polled other institutions in Kentucky as to how they are handling the problem. Anita stated that they are charging the ID card as a mandatory fee, and then the first re-print is free. Jackie asked Anita to get the information on how much revenue will be lost for readmitted students not paying for an ID.

-Kathy has created an attribute for the Legacy grant students and Anita has written a tuition rule, it will be done on the next clone.

- ***Pending Issues***

  -Anita reported that during converting data from the last 1 ½ years for 1099's the problems have been Social Security number changes and dropped FOPALS.

  -Anita stated that she and Lynn have come up with a plan to handle the housing for Freshman and Sophomore's which will involve Michelle writing scripts. Brantly asked for the target date. Anita replied that everything must be done by July 1st.

  -Anita stated that Meal Plans still present a problem. Anita noted that there must be a Meal Plan application in order to assign a Meal Plan in Banner; this is a Banner issue. Brantly added that most institutions do the tracking in C-Board and feed the charges to Banner.

  -Touchnet conversion, everything was set up, problem with the feed file due to a detail code which has been corrected. Paula is in the process of creating another transaction feed for us to test and if it works out we will be going live with that Cashiering function for non A/R.

  -Brantley asked about the technical issues with Touch Net. Anita replied that Michelle has been working with Sherry Lamb regarding Luminis because there are some links that need to be changed. There will be a call with her, the IT contact, and Touch Net to finalize. Anita stated the only thing that needs to be added is a third party user link that parents can login thru to access their account information; it will be placed on the MyGate page.

- ***Campus Communication***

  -The ad was put in MSU news but it was not successful. Anita stated Sabrina in Alumni will do a special newsletter for the changes that are coming in the Fall with no paper billing. Anita reported that she is working with Sherry to put something on the Main Tab of MyGate, BlackBoard, and on the PIN system as well.

Student Worker Access to Banner: Brantley reported that the INB portion is set up, the Luminis part is the issue and Sherry is still working on creating a custom role in Luminis. Tracy asked if they could get production in INB started and Brantley agreed they could.

Mailing List and Communication Issues: Linda posed to the Core Team that it was her understanding that there were to be no bulk e-mail's unless it was an emergency. Due to this, updates are not being done. Linda reported that she had been told that the President used the bulk e-mail a handful of times during the semester and wanted to know why it is not being maintained. Linda wanted to discuss the several requests for targeted e-mails. Josh suggested spending time on getting Targeted Messaging up rather than working on updating present list serves. The best time will be August 1 to implement. After much discussion it was decided that the list serve will be used for emergency use and targeted messaging will be used for announcements. Josh will check into how thing are moved from the MSU Website to MyGate and what impact this has on people involved. Jackie also invited Catherine Sivills to attend the next meeting to discuss this more. Jackie emphasized the importance of keeping Luminis updated so that the campus will use it on a daily basis. The question was asked who role it is to keep Luminis updated and used. Tracy will get with Sherry to work on Luminis and try to determine whose role it is to keep Luminis updated and what kind of things should be found on Luminis.

Open Issues with Modules & IT: Jackie reminded the Core Team to get the open issues to her so she can put these together and send them out to everyone.

Third Party Products: Jackie stated that everyone can go to Project Document and see what the third party products are or if any need to be added. A schedule needs to be developed on when action needs to be taken. Brantley asked about Public Safety's interface with other systems. Jackie said that she believed it will be a major implementation.

Banner V.8: September 2010 is the due date. Jackie asked the Core Team who will be needed for the technical team on this issue. Jackie stated that she will gather info from other schools about installing & testing. Jackie also informed the Core Team that Banner is working on changing point releases to patches rather than major changes. After some discussion it was decided that the Core Team will be on point for Banner 8.

Other Topics of Discussion:
- **Remote Access**
  -Linda stated they have been doing planning for a Pandemic type of situation so employees can continue to work remotely from home or to transfer information to those involved; i.e., faculty to students.
- *Vacation*
  -Tom and Jackie reported the following options for Banner workers:
    1. Carryover vacation time.
    2. Payment for vacation days.

Most Core Team members felt that people would prefer money instead of time off. Some areas cannot work it out for employees to be off. It was the consensus of the Core Team to offer the employee the option of vacation days off or paid vacation. Information will be communicated to those involved hopefully by end of the week.