ERP CORE IMPLEMENTATION TEAM
Date: May 30, 2007
Location: Sparks Hall 3rd Floor Conference Room
Submitted by: Helen Turner

<u>Members Present</u>:

Jackie Dudley	Josh Jacobs
Jim Baurer	Linda Myhill
Phyllis Baurer	Anita Poynor
Joyce Gordon	Janice Thomasson

<u>No Members Absent:</u>

Jackie opened the meeting by handing out the agenda and informing the group that Dr. Dunn has approved the "white paper" this morning! This information will be sent out to the Steering Committee and Dave Blackburn will call SunGard. She indicated that it would be best to not "publish" this information until the contract is signed which should be in 3 to 4 weeks.

Update on core team membership: Tom has not forwarded to the Steering Committee yet but should be done before the week is out.

Joyce stated that she had not yet contacted one person on her list. Jackie felt that it would alright to approach these prospective team members to find out if they would be "willing" to serve on the teams and inform them that it has not been approved yet.

Anita informed the group that Kathy Kerr has been selected as the new Registrar and Tracy Lampkins will be serving as the Assistant Registrar. (Tracy is from a Banner school.)

Communication: Josh reported that he had a couple responses to his memo since the last meeting. Jackie stated that Sungards approval doesn't change his memo and she asked that everybody e-mail changes to Josh and he will compile and make changes to be ready for distribution.

There was a discussion about the logo. Responses were mixed. The outcome was that Linda would take the copies to John McDonald, Jim Carter and Linda Miller to get their feedback and that she would copy this to the committee. Jackie asked that these responses be made quickly.

There was also a discussion about Josh's ideas on using RacerNet. Jackie asked if he had talked with Linda on this subject and he had. He is ready to proceed whenever we have all the specifics. Jackie is going to pull together some info and get it to Josh.

Backfill discussion: Jackie stated that this subject hasn't been discussed very much in this group but that the functional teams need to start talking about it with their areas. No schedule is available yet most areas should have ideas as to what they will need. As soon as membership is approved, they will need to discuss items such as: position descriptions, reorganizing job duties, temporary wage increases, etc. All of these needs will eventually be brought back to this committee. Jackie mentioned that this will not be "ground in stone" and that they are sure there will be changes as they progress.

Jackie mentioned that they do have a budget of approximately $300,000.00 but that this dollar amount should not be that important at this point to the teams although they should bear in mind that it is not an unlimited amount.

Archiving: Jackie mentioned that this too was something that the functional teams need to be discussing at this point and that Administrative Computing will be able to help identify needs. Phyllis mentioned that

each area should be deciding how far they need to go back into the history files and then what media will needed to be used to accomplish this can be determined. She felt that this was something that could be started now.

Jackie stated that the goal was to identify what each team needs and to get back to this group.

Policy/Procedure changes: The idea is for each area to start now identifying things that need to changed or fixed. It was pointed out that all areas have these and while they may not know what the outcome will be, they do know that there is a problem. Jackie pointed out some of the problems she recognized in her area and stated that she would be adding to this list as time goes on.

Jackie mentioned the importance of getting this done now so that it can be presented to Sungard. She felt that it should be documented and perhaps as a working document for each team. She would like for the list to come back to the committee to monitor and work together on.

Reporting: Phyllis mentioned that there was a need to make copies of what you use every day and put them in a folder. Jackie mentioned that she has her people keeping a file on their desks for these copies to go into. She noted that when we start building databases, these reports will supply important information and needs.

Jackie stated that they need to gear up groups and start working on all of these.

Jackie mentioned that they do not have a location yet. They are waiting for the Steering Committee. She had sent an e-mail to the VPs to let them know that space was needed but has not received a reply.

There was some discussion about the Administrative Computing people being moved. No decision has been made at this time. Jackie noted that space was definitely an issue and will need to be resolved soon as there was a lot to do before Sungard gets on campus.

Jackie reported that they have been working on the budget and that it is coming along although it is not perfect at this point. She feels that it will be adequate for their needs.

Other topics of discussion were: consulting fees, training modules from CDT which would be for training new employees and would be maintained by CDT; possibly having a training room or lab; orientation for students and parents; disaster recovery services; reporting modules; hardware budget; CRM: interfaces; etc.

Jackie stated that she would like to get the Steering Committee back together for another meeting to keep them informed and to do some "clean up."

Dave Blackburn informed her that we need to do the evaluation reports.

Josh asked if there were any "outstanding issues" with Sungard.

Jackie stated that there were many things that were outstanding and that beginning next Monday, she felt there would probably be lots of discussions with them.

Jackie stated that they hope to have the contract signed by June 30th. They have sent a contract model to John Rall for review and he did not find any major problems.

Meetings: Jackie asked that everyone put on their calendars to meet every Wednesday and that she will let them know ahead of time if a meeting is not necessary for that week.