

ERP CORE IMPLEMENTATION TEAM

Date: June 6, 2007

Location: Sparks Hall 3rd Floor Conference Room

Submitted by: Helen Turner

Members Present:

**Jackie Dudley
Jim Baurer
Phyllis Baurer
Joyce Gordon**

**Josh Jacobs
Linda Myhill
Anita Poynor**

Members Absent:

Janice Thomasson

Jackie opened the meeting by handing out the agenda and copies of the President's approval.

Jackie reported that she and Tom Denton had met with the Steering Committee yesterday. Tom distributed a copy of the President's Approval of the White Paper to the committee. They had approved the core functional team memberships, as distributed by email yesterday.

There was a discussion of the CRM and the VPs had asked about a "time frame." Jackie explained that a selection team would be created after the primary ERP vendor contract had been signed. It was noted that the CRM vendor could be under contract by the end of the calendar year and that the basic communications piece of the CRM could be up and running before next summer.

Jackie stated that the CRM Selection Team selection recommendation had been based on input from the VPs and other criteria. Their work will not begin until after the primary vendor contract is signed. Josh inquired if the CRM selection could begin now, since the CRM vendors do not have interfaces with SunGard or Datatel. Jackie indicated that the negotiations with SunGard are taking a lot of time and she was not sure that Procurement could do both at the same time. Jackie did stress that we would promptly move to CRM as soon as we get past the contract signing with the primary vendor.

The CRM Selection Team will develop the RFP, review proposals, and recommend a solution to the Core Team. The suggested team members were: Paul Radke, Charles Houston, Jim Vaughan, Mary Smith, David Blackburn, Jim Carter, Alex Chalker, Natalie Thurmond, Mike Basile, Phyllis Baurer, Dave McKenna and Mark Ballard. This membership was approved by the Core Team

The need to select a chair for the CRM Selection Team was discussed next. After some discussion, it was decided that it would be offered to Jim Carter and if he does not accept then it will come back to the committee to decide on a replacement.

Josh reported on the Communication Team that consists of; Josh Jacobs (lead), Tony Powell, Linda Miller, John McDonald and Joyce Gordon. Josh brought out several points and/or questions to the committee. He felt that the plan consists of 3 parts: (1) who needs to know; (2) when they need to know; and (3) how should they be communicated with. Josh had prepared charts to help with this flow of communication. Josh will proceed with scheduling meetings for the Communications Team.

Jackie spoke briefly about the space issues for the ERP Team. She felt that the Wells Hall space will be the location that will be selected and that Tom and Gary Brockway will be meeting to work out the details.

Jackie asked that everyone get their functional teams together and begin discussions to get them organized and informed to date.

It is hoped that the vendor contract will be signed by the end of June. If this happens, then the vendor is expected to be on campus in July.

Joyce mentioned that she would be doing an orientation for her group and that since some of them had not been involved to date, there could be points brought out that the Core Team hadn't thought about.

Jackie reported that Dave Blackburn is working with SunGard to extend some of the project services from 24 months to 36 months. Jackie felt that this would give the project a little more "breathing room." She had talked with John Savarese about this extension and he felt that it was a realistic approach.

Joyce was concerned about a possible extension of time. There was discussion about this and Jackie indicated that the Core Team would work out a detailed schedule with the vendor during the planning stages.

There was also a discussion of how the team's meeting minutes would be handled. It was discussed that they use the same web site we have now and Jackie will ask Dave McKenna to work with them on the security features and specifics to allow the minutes to be posted for the members to see.

Josh stated that he felt the initial memo should go out soon and not wait for a logo. It was decided that the memo should come from the President's Office. He will review these options with Becky and send the final version out to the committee before final distribution.

The next meeting will be Wednesday, June 13th unless otherwise notified.