

## **ERP CORE IMPLEMENTATION TEAM**

**Date: July-18, 2007**

**Location: Sparks Hall 3<sup>rd</sup> Floor Conference Room**

**Submitted by: Helen Turner**

### **Members Present:**

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

**Josh Jacobs  
Linda Miller  
Linda Myhill  
Anita Poynor**

### **Members Absent:**

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Jackie opened the meeting by handing out the agenda and noting that the meeting last week with the SunGard representatives went well and was very helpful.

!. **Item # 1 – SunGard Visits** -- Jackie mentioned that the calendars are not ready to distribute yet but that perhaps next week is over we should have beginning phase dates.

SunGard will be on campus next week, July 23 & 24. At this point we do not have an agenda but Jackie mentioned that they would be going over the Discovery Document with individuals and that they would want to meet with team leaders. If they are here for a third day, Wednesday the 25<sup>th</sup>, it would probably be a project management day. At any rate, committee members should block off three days just in case. Jackie will email an agenda as soon as one is received.

August 14 & 15<sup>th</sup> SunGard reps will be back on campus. The morning of the 14<sup>th</sup> will be Finance Team preplanning and after lunch they will “break out by modules” for focus calls. The focus calls for the teams may be in about 2 hour segments although she could not be sure of the day or times. An agenda will be provided when it is available and Jackie is working on a space with speaker phones for the focus calls. She also mentioned that Hermey Schlesinger will be coming as well as Sue Thomas who is David Ackerman’s boss.

The week of September 20<sup>th</sup> is the date for the Business Process Analysis Workshop. This is the service we contracted for and it is to help develop business processes and to help us analysis our current business processes. It will be a three day workshop to help guide us with tips on document procedures but it is not a “hands on” workshop. Again, we do not have much information on the particulars of this meeting but they will provided as we receive them.

There was a brief discussion about the fact that these workshops all seem to be three days in length and how this could present problems for a lot of people who might not be able to attend all of them. There could be a possibility that they could be condensed but again we do not have enough information at this time to make any decisions about this.

The week of October 1<sup>st</sup> is the scheduled date for the first Finance Training to start (Chart of Accounts). The workroom should be ready by that date.

The last week of October is scheduled for the first student training. At some point before this scheduled training, we will have to schedule preplanning for the student team.

**Item # 2 – SunGard Remote DBA Consultant Elaine Boris has been accepted.**

**Item # 3 – Technical Training** – Linda Miller reported that these are “coming up fast”. They have people going as early as next week. She also discussed the possibility of doing Oracle in-house and how it could cause a shift in training sessions. Jackie asked that she find out the maximum number of people who would be in a class and report back to the committee.

**Item # 4 – AppWorxs** – Jackie distributed a handout discussing for this subject and explained that is a job scheduler with other features. Phyllis mentioned that she and Mark Belva had looked at this. Jackie stated that job scheduling is critical and that the job process would fall back on the functional people from IS and that functional teams would be more involved in setting up and running jobs more than ever. It was agreed that there was a need to get them on campus and also to check out others who have integrated with this. We have not contracted with AppWorxs. AppWorxs suggests an implementation early in the Banner process. Jackie will contact them for the demo and noted that functional teams and IS will need to be involved. She mentioned that she was concerned about moving forward and not being able to schedule jobs. We will look at other possible vendors that may services this function as well.

**Item # 5 – Project Definition Document** – This had been discussed last week by Dave Blackburn. It will be sent out to the committee members for them to make comments and/or changes. At this point, Linda Miller suggested using a Wiki document to give members access to make their own comments and/or changes and then allow Jackie to make the final document. Jackie will produce this document in Word and Linda’s office will do the rest.

**Item # 6 – Identity Management Workshop** – Jackie distributed a handout for this and again this would be a three day workshop. While we have not contracted for this yet, it is an important issue. Linda Miller asked if perhaps we could ask for 1 day for general info and the remaining time for consultation on implementation for the technical staff. She noted one concern was the complexity of the system and felt that they would definitely need technical assistant and/or consulting. Some other comments were:

1. Josh felt that it was a critical need and that we need to get started as soon as possible.
2. Jackie thought that maybe they could do a larger group of users later on before that group goes live in order for them to understand what is going on.
3. Anita felt that everyone needed to know the impact of shared data early on.
4. Jackie mentioned that the biggest issue is getting on the schedule as they need to decide 3 to 6 months out.
5. Everyone felt that this was a good idea but once again they were concerned about the length of time it would require (again 3 days).
6. Jackie mentioned that there were two security modules – one for all of Banner and one for Finance.
7. An IS person will manage security for the system.
8. Linda Miller felt that one real problem is making sure participants understand the complexity and how participation is needed.

**Item # 7 – MS Exchange** – Linda Miller distributed a handout on this topic and discussed it in depth. Some of the points made were:

1. This will require a lot of the resources already allocated for the ERP project.
2. After talking briefly with Tom Denton, he said it would be the decision of the committee whether or not to move forward on this.
3. Calendaring seems to be the driving force behind this project.
4. Josh mentioned that he uses the Exchange calendaring and appreciates its functionality.
5. IS felt that we didn’t need to do this and still have multiple “silos” at the end of the process.
6. One of the major concerns for this project would be the man hours required. Linda estimated that roughly it would require 1 ½ people for 4 months to get server up and approximately the same for the data transfers.
7. Exchange would make for a more secure server and offers ease of backup.



8. There was a discussion of the legal aspects in light of the requirements for retaining and deleting emails.
9. Vulnerability could be a major issue since all data would be on one server and if it should go down, the repercussions would be enormous.
10. In conversation with John Savareese, he did not recommend that this be done.
11. With the drain on resources, the cost benefit may not be there.
12. Jim asked if we do not do exchange, what would happen with current system. Answer, nothing, it would still be there.
13. Josh mentioned that if we are trying to do the best for the campus and view this as being the industry standard, wouldn't we want to go ahead with it.
14. Cost factors were discussed.

Jackie felt that they were not ready to make a decision on this now. Joyce will speak with Legal Counsel, John Rall, regarding the legal aspects of this and Josh will speak with President Dunn. Jackie stated that she would like to "wrap this up" at next week's meeting as we would need to get hardware, etc in place.

**Item # 8** – ERP Space/Lab – Jackie reported that this is coming along. She is waiting on the electrical quote and is getting some help with the hardware quotes.

**Item # 9** – Membership for Networking – Jackie will contact David McKenna for suggestions since IS has signed off on org changes.

**Item # 10 – Other** – General question regarding FERPA, HEPPA and GLB requirements and whether or not we were following all of these. Jackie was concerned whether or not everyone was familiar enough with these. Conclusion – leaders of the areas are feel these issues can be covered within each functional team.

Anita mentioned that her committee thought it would be a good idea if someone made an announcement about the ERP progress at the Faculty/Staff luncheon. It was mentioned that it would be good if the President would do this.

Web site for campus discussed in brief. Linda Miller said that her office could provide support and management for the site but that she could not serve as the lead person. She suggested several people and it was decided to ask Ricky Cox to take the lead position but if he declines, they would ask Dave Blackburn and move Jen Bartlett into Document Imaging.

Jackie asked that everyone review their notes and make decisions before the next meeting on Wednesday, July 25<sup>th</sup>.