

## ERP CORE IMPLEMENTATION TEAM

Date: August 22, 2007

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

Submitted by: Helen Turner

### Members Present:

Jackie Dudley

Jim Baurer

Phyllis Baurer

Linda Miller

\*\* Teri Ray sat in for Joyce Gordon

Linda Myhill

Anita Poynor

Josh Jacobs

### Members Absent:

Joyce Gordon

### Visitors:

Tracy Roberts

Jackie opened the meeting by distributing the agenda.

**Item # 1 – Blackboard use:** Jackie asked if everyone had gotten onto Blackboard and everyone said that they had. Jackie mentioned that she had put all minutes on the site.

**Item # 2 – Luminis Team** – attached – Jackie handed out a sheet that detailed the team members for the Luminis team with the exception of the student members who have not been determined yet. Jackie will be sending out an email to notify the members of their appointments.

**Item # 3 – Communications Update – Josh** – Josh distributed a handout that detailed the information that he felt should be displayed on the ERP site. He asked that everyone review this information and get any comments, questions, or corrections to him. Some other items that were mentioned to be added to this were: training schedule, link to white paper, contact information, questions, etc. He noted that he will put this information in the same folder with the white pages to make it easier to find. He does hope to have everything up and running by the end of the month. He also explained that the site will have an “under construction” sign and wanted the input of the group on the logo samples that would be used until completed.

### **Item # 4 – Reports from each functional team – BRIEF --**

**Student – A & J** – Anita distributed a memorandum from the Student Implementation Team requesting the closing of certain offices on campus every Friday morning (½ day) during the Banner implementation process to allow time to update staff, get input, and etc. There were several items discussed regarding this request. Some of those were:

1. It would be more beneficial if the closing could be for the entire building (such as Sparks Hall) instead of just some of the offices.
2. There would need to be someone in the closed offices to answer phones, accept incoming documents or mail, and handle walk up traffic. This would probably be a student worker.
3. This was consistent with what John Savarese had suggested at last week’s meeting.
4. This would not solve everything but would be a good start.
5. We would have to work around student’s schedules.
6. There would have to be a commitment by the departments that this time would only be used for ERP and if they finished early, the offices would then open back up early.
7. Recognizing emergency situations would be another responsibility of whoever maintains the office during the meeting time.

8. Currently, there is not enough time to update staff members who are not involved in the meetings or get their input or questions. This time would allow for all of this to be done.
9. It was discussed that there could possibly be one person on the 1<sup>st</sup> floor of Sparks Hall to handle all walk up traffic.
10. There will need to be signs to be posted regularly for this closing.
11. The group felt that Friday mornings would be the desired time for these meetings.
12. It would be the responsibility of the departments to see that they had someone to cover their phone during the meetings.
13. We don't want to "over-schedule" meetings.
14. There may need to be some backfill done at some point for some departments but it would be the department's responsibility to bring these requests to Core Team.
15. Approximately 30% of the offices will be in training three to four days a week.
16. There was a brief discussion of whether or not it would be best to have meeting outside of the hours that the mainframe is available. It was the consensus that it would be easier to get work done after 4:30 and the meeting would be best done in the mornings.
17. A four hour span of time without interruptions would be an ideal way to get work like done.
18. There would be a chance that more mistakes would be made if everyone is trying to balance work and ERP.
19. This will be setting a precedent for the other modules also.

Jackie noted that this is not a Student Team issue and it should be funneled through the other functional teams, get their recommendations and ideas then bring back to Core Team next week.

Jackie asked **Tracy and Anita to formulate a recommendation to be taken to the teams** and to try to have it done by the end of this week. Some of the things to be included in this were: offices to be included, membership of teams, time period, plan for departments to follow for phones, walk up traffic, emergencies, communication plan, etc. This will go through the fall and be evaluated again in the Spring. At that point the team will seek input from other areas to decide how beneficial it was to have this time set aside on a regular basis. When this is finished, it will be emailed to the Core Team.

Anita brought another issue up at this point. She noted that many people are flowcharting their processes at this stage. Since there had been a mention of using Microsoft Visio, she wondered if they should stop and wait to get this piece of software.

Jackie addressed this issue. She said that it had been their intent to take Visio off of the computers in the ERP project room and put it on the ones in the office. She noted that departments may want to buy their own copies and the standard version of this is \$30.00. Jackie said that they could do an order for this if needed. She asked them to check with the teams and see if it is needed. Jackie will pull this together and do the paperwork to get it ordered. And to answer Anita's question, she said that they probably should stop until they do get this software.

Another issue Anita asked about was extending the time for the Mainframe to be up through the month of September. Linda Miller has not had a chance to talk with anyone yet but felt sure it could be done.

**Finance Team Report** – Jackie handed out a backfill request from Cathy Bazar for an extra Student Worker for the Fall Semester only. This request was approved by the Core Team and Jackie will forward it on to the Steering Committee for funding transfer.

**HR Team Report** – Teri Ray was sitting in for Joyce and said that they had no report at this time.

Phyllis reported that they were busy installing hardware and everything seems to be going well.

**Item # 5 – Training** – Jackie noted that they were getting ready to order the CBT modules. One of these modules (Navigation) has to be completed before the training begins. There was some discussion about how and where this module would be handled. Much of the decisions regarding this will have to be made once they have the information needed such as size, copyright issues, etc. Jackie asked Phyllis to check on this and decide what we needed to do.

Jackie mentioned that when David Ackerman was on campus, he asked to meet with the Core Team regarding risk factors and he wanted an agenda. Jackie felt that this had been handled in the Discovery Document. She felt they should go over the risks identified there and how to deal with them. David will be here on August 30<sup>th</sup> and 31<sup>st</sup>. Jackie proposed that they meet with David on the morning of August 30<sup>th</sup> at 8:30 a.m. and the committee agreed.

**BPA Workshop** – The participants for this are listed on Jackie's handout. Anita had received a request that Stacy Bell be backup for Mary Smith. It was decided that Tracy and Stacy Bell take the extra slot that was open for this workshop.

Jackie will be scheduling a focus call for this workshop. Also, the committee has to identify what processes to send to them for the workshop. Jackie asked that everyone be thinking about these from each functional team to send.

Jackie distributed a handout on the **CRM** costs that she had gotten from Dave Blackburn. She noted that this was not for outside distribution and should be considered confidential. They will be bringing in two or three vendors for demos and will let the Core Team know when these are so they can attend if they choose. Phyllis mentioned that they will be meeting on Monday from 1:30 to 4:30 to decide what vendors to bring in for the demos.

Meeting was adjourned.