

ERP CORE IMPLEMENTATION TEAM

Date: August 29, 2007

Location: Sparks Hall 3rd Floor Conference Room

Submitted by: Helen Turner

Members Present:

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

**Linda Miller
Anita Poynor
Josh Jacobs**

Members Absent:

Linda Myhill

Visitors:

**Tracy Roberts
Teri Ray**

Jackie had distributed the agenda by e-mail.

Item # 1 – Data Mgt Team – suggested members (XTender): Jackie had the following team members suggested by Dave Blackburn :

David Blackburn – Lead

Jason Royalty – Finance

Teri Ray – HR

Linda Myhill – Advancement

Jan Kind – Financial Aid

Stacy Bell – Admissions

Michele Sanders – IS/Functional

Steve Rowhuff – IS – responsible person for XTender

Rep from a Dean’s Office – Academics

Linda Miller suggested that Bob Provine be included. Jackie will ask Dave to call him.

Phyllis asked if we needed someone from the Registrar’s office.

Tracy asked what would be imaged. Jackie explained that the initial goal was not use as an archive tool but more to reduce paper flow. Tracy noted that they will have a lot of records to be archived later.

The list was accepted by the committee.

Item # 2 – Data Migration: Technical Lead on each Functional Team –

HR – Brantly Travis

Student – Linda Scott

Finance – Brantly Travis

Jackie mentioned that she had been going through this document and it has lots of “stuff” and that there would be one for each document and tool kit. Phyllis and Jackie had discussed how to handle and thought that it might be beneficial to pick one of her people to take the lead on this and it will be involved in the cross walk. This list is who Phyllis had chosen to go thru document and be most informed on needs and report back to teams.

Anita questioned Linda Scott's appointment since she felt like Linda did not know where their data was stored or how it was used. Jackie explained that she would be a point person and not necessarily be involved in the actual data migration process but could still represent their area.

The committee approved the list.

Tracy asked if it would be beneficial as a user in their office to print out the documents on blackboard that she had been checking out. Anita and Jackie said that they had printed them out and use them to make their notes and etc on and saw no reason why anyone couldn't do the same.

Jackie noted that the decision would have to be made as to what we are not going to migrate. An example she gave was how so many of the financial documents could not be migrated because of the fact that they are connected to a particular account number that will not be the same in the new system. Also, this would be the case with student data and procurement's purchase orders. She noted that this needs to be kept in the forefront of the teams at all times.

Jackie mentioned that she would be receiving a survey from David concerning where we are now and where we want to be.

Another decision to be made would be what ID numbers will be used for students, but will have to wait and see what the new system will allow.

Jackie asked Tracy if the CPE meeting had any info on the state ID numbers, etc. Tracy reported that they did learn that they may have up to 4 ID numbers that have to be used for the students and would have to be tracked by the university. She listed these as being, Social Security number, Banner number, KDE number and CPE number and mentioned that the KDE number may be out in use as early as fall of next year. She did mention that the CPE and KDE numbers would be ten digits. At this time it is not known how many or how Banner could accept the numbers.

Item # 3 – Team Reports:

Student Team – Anita/Jim – Jim asked if the communication plan could be put out for everyone to see. Josh has not finalized the draft we received at the last meeting but could be on the web site as soon as it was accepted. Jackie felt that since he had not had any additions or corrections, she had assumed that it was accepted. Anita mentioned that she had told her team that it would be out on the web site for review. Tracy mentioned that there was nothing in the plan as when to contact vendors. Josh remarked that this would not come from the communication plan but from the functional teams. Jackie noted that he needed to mention that it would be the responsibility of the departments to contact any 3rd party vendors.

Jim noted that the Student Government would select two new student team members as the others were not able to be a part any longer.

Jim mentioned that they had several offices who are wanting to purchase Visio now. Jackie asked that he send these names and account numbers to her so that she can do one order for all of them. Phyllis noted that they would have this on the computers in the project room.

Jim noted that they did have a Backfill request. Anita handed out the written request for a Data Entry Clerk for her area which had been approved by the Student Team. There was some discussion about this after everyone had time to read. Jackie noted that she had checked the budget in backfill and it was between 172,000 and 175,000. per academic year. It had been larger but IT positions came out. She did explain that if it was needed, they could ask for more but felt it was sufficient for the time as they have only had one other request. There was a discussion about the possibility of using Graduate Assistants. Jackie wondered if it was possible to get a GA at this point in time but Jim said that he knew Dr. Robertson has GAs who are

looking for work. He did note that if we use GA, we have to go through tuition waver process also. Joyce reminded them that if they hired anyone full time or for a two year period of time, it would be a benefits eligible position and would therefore be more expensive. Jackie noted that this was the team's first real request and she wondered if there were other requests that may be coming in. She mentioned that the Finance Team hasn't made any requests to date. Tracy said their office would be asking for some but it will depend on how much data will be migrated and this is not known yet. It was mentioned that Admissions will also need some. Jackie noted that some of these do seem to be short term in duration. After more discussion, it was decided to let Anita go ahead and try to find two GAs and see how this works out. Jackie felt that it should cost around 12,000. for the two and that this was a small amount of money to give it a try. Jackie asked Anita to call Tim Todd and get his thoughts on how to go about this.

Finance – Jackie – Jackie reported that her team is working through procedures and drafts but nothing final yet. They have been discussing how and when to do printing of checks and putting together a proposal for this. They have not done anything with Data Standards yet.

Phyllis asked if Jackie had heard anything from Fugen yet.

Jackie noted that she had gotten an email from here stating that she had gotten info from CPE, is working on drafts but nothing is ready yet. She does have a November deadline so Jackie didn't really expect anything to be ready yet but she will follow-up with Fugen.

Jackie stated that Teri will be joining as the Co-Lead for the HR team and will serve as point person.

HR – Joyce/Teri – Teri gave a brief update stating that they were continuing thru the PA and BTR processes. They have another meeting scheduled for next week with the functional group. Jackie mentioned that they might want to distribute their documents for the flow of PAs and BTRs as it was done very now. They will post on Blackboard.

Luminis- Tracy – Tracy seemed to be having some problems with posting, etc so Jackie and/or Linda will get with her later to help with these problems.

Anita asked that Scott Hobbs be added to the Student Group.

Tracy stating that it was very difficult to get a meeting time set for her group as there are 14 people involved. There was some discussion about the make-up of this team. Tracy reported that Tony Powell had not responded to any of her emails, she doesn't have anyone from Marketing, and has not gotten any response from Scott Gordon to date. Jackie asked her to forward emails to her so she can perhaps help with some of these people. However, Jackie told her to go ahead with the people she already has and they will handle other slots later.

Tracy noted that she has a delivery plan and has checked different web sites for schools using Luminis. She found that none of these schools had it as their home page but second or third but she thought they did do good jobs handling portals.

Jackie noted that one decision for the group to address was where to place this and how much emphasis to be placed on it, how much and who will be contributing. Jackie is concerned that we get started off on the right foot. She noted that the team will be involved to get it out initially but is confused on how training will work and who will do what. Linda noted that all this needs to be done up front.

Josh asked if we are actively searching for contacts across campus. He stated that they had discussed using an internal news network with individuals majoring in communication or journalism be assigned a portion of the campus to report on specific things and this might be something to be considered.

Linda felt that this was just a piece of it. She felt that even with that it was still not as interesting as it needed to be or not as “in your face” as portals need to be. The challenge is to make it so that everyone has to use this portal. But the question is, how do we make it compelling or a “delight to the users.”

Jackie felt that some things seem to be over-riding training and that it may not be practical for some to go to the technical training but they do need to be on the committees to discuss just this sort of information needs. She felt that they definitely needed Linda to handle this. Linda noted that this training would give info on the needs and the value is to make us sit down and start talking about it. It will give a structured way to get there. Jackie noted that this is a lot different than what we are used to and that none of them have really worked with content so they have lots to learn. They will have to rely on team people going back to their areas and keeping everyone updated. But they will have to rely on the team to come up with structure on how to move forward.