ERP CORE IMPLEMENTATION TEAM
Date: September 5, 2007
Location: Sparks Hall 3rd Floor Conference Room
Submitted by: Sharion Meloan

Members Present:

Jackie Dudley	Linda Myhill
Phyllis Baurer	Anita Poynor
Joyce Gordon	Teri Ray
Josh Jacobs	Tracy Roberts
Linda Miller	

Members Absent:
Jim Baurer

Jackie opened the meeting by distributing the agenda.

Item # 1 – MyGate Friday Discussion

Jackie asked if everyone received Linda's email on an alternative to MyGate Friday for information systems. Linda Miller distributed a revised version of the proposal to the group. Linda reviewed the document noting that this proposal would encourage specific positions in Information Systems to apply to work remotely one day a week as a means of dealing with workload issues with regards to the demands of the ERP implementation. She further noted that the proposal would provide some flexibility for the staff while maintaining the same level of service. She stressed the need to establish expectations and procedures for oversight as this is not a process that has been embedded in our ways of doing business. She noted that with Illuminate, meetings could still be held without requiring people to be on campus. She recapped the results of her conversations during the CIO meeting in Somerset regarding other institutions' experiences with working remotely. In general, the responses to her inquiries were very positive with the exception of Southern Illinois University.

Jackie recommended adding the titles in the document of the people who would be eligible to participate. Joyce added that the keys for this proposal as well as MyGate Friday are that the supervisor continue to supervise, parameters be established with disciplinary actions, and agreements be in place. She further noted that the selling point for these proposals is that the employee is not "getting a pass" or any lessening of work expectations. It is just a different way to ensure productivity; however, the department head has to be accountable.

Jackie asked the group if the documents provided adequate justification and answered any possible questions. Joyce suggested emphasizing that it is in lieu of additional backfill. Tracy recommended noting the fact that it would provide an incredible amount of time to focus without distractions.

Joyce recommended including in the cover the similarities between the two proposals while noting that the goal is the same: to reduce the backfill, to increase productivity, and to ensure that loss of services does not occur.

Josh noted that his only concern was accountability.

Discussion followed regarding the specific day, and Linda noted that due to scheduled training and meetings, Friday appeared to be the best day. Anita raised the point that perception may be an issue as some will view

the proposal as "they are getting a three-day weekend as a result of not understanding what can be accomplished from home.

Josh asked if an extended work day for a four-day work week had been considered. Linda responded that the information systems staff members are already working extended work days for five days a week.

Jackie turned the team's attention to the other proposal. She noted that in the Steering Committee meeting held on Tuesday, the proposal was mentioned. The point was made to justify what we are proposing. She stressed the need to have the justification in written form. She asked that the team go back and review the document with that point in mind and send any revisions to Tracy.

Discussion followed regarding whether to forward the two proposals as one package or separately.

Joyce noted for the minutes that the Human Resources team met earlier in the day and did approve to support the recommendation for MyGate Friday.

Jackie asked the team to review both documents and send revisions to Linda on the information systems proposal and to Tracy for the MyGate Friday proposal by Monday.

Jackie raised another question on oversight as far as ensuring the necessary equipment is available. Linda responded that Information Systems would be responsible; however, most of the employees have what they need as they are already accustomed to doing this.

Item #2—Steering Committee Report

Jackie reported on the Steering Committee meeting that was held on Tuesday. She noted that Linda Miller, Bec Watts, Dr. Dunn, Dr. Robertson, Dr. Brockway and Tom were present. Jim Carter was the only one that was not there.

The Steering Committee did approve the two backfill requests that we had on the table which was a student for the Finance team and the two graduate assistants for the Student team for Anita's area. They also approved the ECSI recommendation to move those services to a third party. Anita and Jackie will begin working with David to get a contract.

The proposal regarding Exchange was discussed. The proposal includes doing a needs analysis and determining whether we can utilize a small roll out implementation or outsource. Information Systems would continue to study what our options are for backup and whether that could be done with other applications or third parties. The Steering Committee approved that recommendation so we are going forward with Exchange.

The Committee also approved the two additions to the Core Team. The committee discussed where the project is overall and where we are with Luminis and its importance to the core now. The Committee discussed the flowchart for PAs and BTRs which documents what our current processes are and the fact that our Human Resources team would be working on streamlining those.

Item #3—SEVIS update
Phyllis Baurer distributed a hand out containing summary and additional details regarding the options for SEVIS. Mark Galloway and others looked at three options to replace their I-1440 system. The three options were VISA Manager, FSA Atlas, and iOffice. VISA Manager was not a viable solution. The other two, FSA Atlas, which is a SunGard product, and iOffice, which was produced by Indiana University, were both sequel server 2005 and viable candidates. Basically, Mark and his group liked iOffice because of the extras it offers. There is a way to enter things directly into the SEVIS real time module that could be pulled into

iOffice that would eliminate a lot of duplicates and duplication of effort. With the FSA Atlas, people would be entering data in several places. They are similar in price. Technically, the only concern with iOffice was support. It is a university-based product. They only have two full-time people and an hourly student worker that support it. Mark talked to his cohorts at Cincinnati who has a major number of internationals, and they are really pleased with Indiana University so far. I guess overall the recommendation would be iOffice to replace their I-1440.

In response to Jackie's question regarding the current maintenance contract, Phyllis noted that Mark indicated that we would be okay until fall of 2008.

Jackie stated that we want the department to get the functionality that it needs, but we need to be able to integrate with Banner and the Windstar product that we have in Payroll and the student system. It is our role to ensure that we are not putting more resources into it than we should.

In response to a question relayed by Phyllis from Mark as to whether an RFP was necessary, Jackie indicated that she did not think an RFP would be necessary because she thought it would come down to a sole source.

Phyllis noted that we will need to check on the sequel server 2005, whether an additional server will be needed, and the cost estimates for training as we do not have the expertise for 2005 right now.

Jackie asked Phyllis to follow up with Mark on sequel server and the cost factor, the cost of an additional server if necessary, and any maintenance costs (one-time and on-going). Jackie indicated that she would get with David Blackburn regarding the RFP. She asked that Phyllis have Mark put together their proposal of what is best from their perspective.

Phyllis also noted that they would need to check on licensing.

Jackie noted that the team would revisit SEVIS.

Item #4—Team Reports

Student

Anita indicated that her team did not meet as a group yesterday, but they did meet on Fugen's email concerning data standards. She noted that the group interpreted Fugen's request as wanting a data dictionary as opposed to what the group perceived as data standards. Anita mentioned that although Fugen is trying to incorporate everything in one document, there are a number of separate issues and data integrity is one small part of it. Anita indicated that Fugen had asked about the team's preference. Anita will forward the Eastern Illinois link to Fugen with the address records that were identified.

Anita stated that consulting the College of Business, she had not had any luck in finding any candidates for the two graduate assistantship positions. She noted that she is planning to advertise on the Career Services web site. When asked about the accounting area, she reported that they had not responded to her.

Linda Miller offered to post the advertisement on RacerNet.

Finance

Jackie reported on the Finance team meeting. She noted that the team is continuing to look at needs. Yesterday's meeting was devoted to fixed assets. She noted that the team has documented procedures. The team also discussed cash receipts and chart of accounts and sub-code requirements.

Human Resources

Teri Ray reported that the Human Resources functional team met earlier in the day. The team is continuing to review processes and is in the process of the matrix document. She indicated that a couple of members had some problems with Blackboard so the team worked through those issues.

Luminis

Tracy Roberts reported that the Luminis team had a focus call last Friday. The recording has been added to Blackboard. The team had its first meeting yesterday and tried to familiarize everyone. Tracy noted that she had loaded quite a bit of materials to Blackboard. She mentioned that she had located a demo of Luminis on Sungard's website and placed a link to it on Blackboard. The demo is about five minutes long and explains what a channel is and the functionality on which universities would base decisions. She added that she had created an abbreviated timeline for the team. September 18 will be the next meeting of the group. Tracy raised a question regarding the schedule for the shared data video conference and whether the Luminis team was supposed to participate. After some discussion, Jackie indicated that it would be of benefit to the team to participate if they could.

Tracy asked whether the group should be working on a discovery document since it is categorized as a support team. Jackie noted that she had sent an email, but had not received a response.

Tracy asked for guidance on whether the committee needed to meet between now and the kickoff. Jackie indicated that it would be helpful if the team started researching how Luminis has been utilized at other universities whether it is the home page or the second page. She also mentioned the issue of where Luminis might reside and its role. Linda Miller agreed that the more information we have about the capabilities of Luminis the easier it will be to decide what we want to accomplish with it.

Linda also raised the question of whether Luminis is to be a productivity tool or a marketing tool, and we have more exploration to do in order to decide that. Jackie added that ideally the goal would be for Luminis to encompass RacerNet, CRM, In Circle and others, but that has to be defined.

Tracy noted that two students, Whitney Bush and Ryan Fowler, had been added to the team. She also mentioned the possibility of another member being added from the web office.

Communications

Josh Jacobs updated the group on the work of the Communications team. He indicated that he had asked Charlie Adams to set up a beta site so he could access prior to launching it live.

CRM

Phyllis reported that Talisma is set up for a demo on October 5 in the Murray Room of the RSEC. She further noted that the team is trying to set up a couple more demonstrations, and the team will not meet again until after the demonstrations

Phyllis reported on some issues with the servers and the potential problem with a lag time in maintenance once production is started. She mentioned the maintenance option of having the parts on site. Phyllis indicated that they were researching pricing for this option.

Item #5—Training

Jackie called the group's attention to changes in the training spreadsheet. She noted that the column for lodging had been added for her purposes in tracking Curris Center reservations. She added that the participants list should be accurate for upcoming workshops. The consultants like to know who is going to be in attendance at the workshops. She indicated that the document on general and technical training was for informational purposes only.

Item #6--Other

Jackie raised a question regarding the status of printer jobs as they related to keeping the Mainframe up late. Phyllis will check with Steve regarding this issue.

Joyce asked about the overall campus kickoff. Jackie responded that we would have a reception at some point closer to the go live period. She noted that someone will need to be responsible for planning our celebrations along the way. She added that SunGard has identified it as a communications task.

Josh Jacobs stated to keep him posted. Jackie indicated that the team would be discussing the issue again at a later time.

Meeting was adjourned.