**ERP CORE TEAM**

**Date: September 26, 2011 @ 8:30 a.m.**

**Location: Stables Patio**

**Submitted by: Carla Thomas**

**Members Present:**

**Linda Miller**

**Tom Hoffacker Carla Thomas**

**Jackie Dudley Lori Mitchum**

**Brantly Travis David Blackburn**

**Anita Poynor Kristina Jackson**

**Linda Myhill Bob Pervine**

**Josh Jacobs**

**Members Absent:**

**Fred Dietz**

**Guests:**

**None**

This was a special-called meeting to discuss and prioritize ERP-Related projects. Below is the Google Doc which was shared with and updated by CORE Team members prior to this meeting. Notations regarding what was discussed during this meeting are italicized in *bright pink.*

*Announcement:**Andy Hill gave his two week notice last Friday.*

**ERP-Related Projects:**

**9-16-11**

*Core, Please review this list and add notes to help identify the urgency of implementing the items that impact the area you represent below (you only need to add notes to your projects).  Add more if you think of something else. The rubric we agreed to follow was: Regulatory and if so required date; Other requirements - eg vendor stopping support, or other unavoidable external reason; impact on user base - how many users affected and  degree to which they are affected. Basically make the most compelling case you can for why your item should be # 1. We will use this list to validate our priorities. To make it easier for us to keep track - please put your initials by what you write and choose a color different than what others have done.*

The following projects were either planned in the original ERP implementation, been made necessary by the ERP implementation or exploit the existence of an installed ERP. They are presented roughly in sequence of need and implementation schedule.

Kronos/Time Reporting Application-RFP currently being prepared to upgrade or purchase new application and time clocks to be used by Facilities Management, Public Safety and Food Services.  Other departments *(Housing and Curris Center)* have expressed an interest in this application.

This has a high priority for time clock users across campus and impacts several areas.. Priority #2 within student affairs. F Dietz

Priority for Payroll for us to have a time keeping system.  If no system, these depts would need to enter time via myGate.  Probably not a great option for these areas. [j dudley]

Electronic PA forms design/implementation-In-house design, using

SunGard Web Tailor.  Third party consultant is being used to assist with training of IT staff and design work. How far along are we for both PA and Workflow? Surely these efforts shouldn’t be diluted in the mid-stream. Let’s get these finished first unless there are excess resources. dave b.

Student PA layout can be completed in a few weeks.  Staff were removed from project because a start up date could not be d defined.  Stephanie was tweaking some  items with Teresa’s layout, from a payrolllperspective. Payroll is ready to move  forward with this project.[j dudley]

Would like to pick back up in February 2012 [L. Mitchum]

*CORE members agreed that EPAFs would be picked back up in February; furthermore, it was decided that more efforts would be put toward work flows by BDT’s shop. Will check with N2 to see if they have anyone with work flow experience that could work with us on this now in lieu of EPAFs. CORE should revisit list of work flows for review.*

Workflows design/implementation-Minimal functional and technical training has been completed for this application.  Select Workflows will be determined by Core.  Work flow would benefit the Registrar’s Office which then benefits the student such as withdrawals, grade changes, etc.  K. Jackson

Withdrawal notification workflow - This affective both SFA and Bursar’s Office.  There are federal requirements that must performed in a timely manner and if a copy of the paper withdrawal is misplaced the university maybe in violation of federal reg in the R2T4 process.   [apoynor]

Accounting/Jason plans to start working internally on a few workflows. These will be workflows that can be done in-house, but they will need tested and loaded into PROD when ready.Plan to have something in production by March 2012. Some scripts will be needed for these.[j dudley]

*See notes above.*

Cognos/Reporting  solutions– Cognos has been purchased, Training and services have been purchased. Additional solutions are still being sought as the campus has neither embraced nor been able to capitalize on existing platforms.

High priority and should be at the top of the list before anything else is implemented. F Dietz

Accounting is proposing to purchase a Monarch enhancement for internal use.  IT time will be needed to install, but no training.  Not an IT reporting tool. It is designed to be a user/functional area reporting tool. This will allow more focus on Cognos for other areas.[j dudley]

*HR and Student Financial Aid are also interested in Monarch.*

*PO must be to Monarch by Thursday of this week. If areas are finding themselves lacking in report writing it would be good to look at this.*

*Monarch desktop is approximately $1,200. Monarch says we can use ODS which will keep individual areas from having their own little data bases. BDT says this may take significant program writing from his group.*

Bookstore point of sale and ebook application-RFP in discussion phase and has not been prepared. Bookstore has requested application to be ready for fall 2012 use.  Required completion June 2012.

Based on the last internal audit, it was recommended that better controls be put in place regarding sales and inventory. Current system is not effective. This project came as a direct result of the audit. Priority # 1 within student affairs. F Dietz

*Meeting Tuesday to begin developing RFP. Not mission critical. However, as it currently runs it is a drain on staff to maintain. It will also be a cost issue to bring them to where they are PCI compliant. Can the upgrade be done turn key? Is it PCI compliant? Is there a cost associated with the upgrade? An upgrade may buy us some time. Probably some server cost associated with upgrade.*

Per conversation with Don Robertson late on 9/22, he would rather see a few items on the Academic side of the house done first, such as class rosters and advisee lists.[j dudley]{fred, i think he reconsidered some items after he met with you and I happened to be in his next meeting}

TouchNet upgrade to 6.0 - The upgrade project is already on the TouchNet calendar. The upgrade includes Cashiering, Bill+Payment, Payment Gateway, Marketplace, U Commerce and Dashboard.  Kickoff is February 13, 2012 with a go live date of March 27, 2012. This needs to be inplace for the fall 2012 semester and based on the different schedule available this time frame works based for the university. [apoynor]

*5.0 is going away. Michele Sanders and Mark Ballard would be the IT folks to work on this. Cannot currently use Internet Explorer version 10. Will be able to after the upgrade.*

What is due date and how much time do we have to complete this? When must we be on v 6.0? [j dudley]

*Must be in by Fall, 2012.*

Mobile payment application (TouchNet module)-Module purchase will fall under current TouchNet contract.  Bursar’s Office has requested application to be ready for fall 2012 use.  Required completion April 2012. This will be a budget priority for 12-13 with the earliest implementation during the fall 2012 semester. [apoynor]

*University will not cease to function; however students are requesting this capability. Should be basically turn-key. Anita will have to request new cost quote.*

Study Abroad - Horizons software (Symplicity)- adding payment link - Symplicity is a TouchNet Ready Partner.  Meeting scheduled for September 27 to discuss timeframe/cost and issues. [apoynor]

*Software is already installed; the pay options would need to be turned on.*

CBORD - web serves also a TouchNet Ready Partner which would allow the university the ability to add a payment link for declining balance and students adding additional flex dollars. [apoynor]

*These 4 (Touchnet upgrade, Mobile Payment App, Study Abroad, and CBORD) are smaller issues that should not be considered a part of our major projects list. This would go through NSAF procedure.*

Housing/Residence Halls management application-RFP is in discussion phase and has not been prepared.  Housing has requested for fall 2013 use.  This would need completed by October 2012.

A new system is needed, but not required. The ability to automate many of the residence hall process and to move away from so much manual processing is desired. Priority number 4 within Student Affairs. F Dietz

Enterprise Data Warehouse (EDW) implementation-We own this SunGard product, but have not yet implemented.

*This serves as a way to hold on to data over time. Would improve our lives significantly and would be a good thing to do but it is a staffing resource issue. . . much like ODS. Moves to bottom of priority list.*

Open enrollment implementation. This functionality is included in the base Banner product and staff has received training.  Target implementation date is fall 2012.

*What will it take from IS resources? Per Tom H. he doesn’t know. . . also doesn’t know what it will take from HR staff either. Tom H should look at SunGard implementation requirements as well as talk to Eastern and Western to see if they are using it. Bookshelf or Customer Service guide should have some info as well. Wheels will not fall off if not implemented for fall 2012. It would benefit HR staff more than others.*

Retention Software

*This is MapWorks that Renee D was talking about.*

*Per Josh Jacobs, retention will be an institutional priority. Time frame = ASAP (Spring, 2012).*

*Can SunGard Course Scheduler do the same thing?*

Came as a result of the retention commission to improve retention percentages and to grow enrollment. This is Priority number 3 within Student Affairs, but could be pushed higher based on the President’s wishes. F Dietz

Blackboard integration *[LGM] Integrating Blackboard with Banner would impact faculty - eliminating duplicate entry of grades and reducing clerical errors. ~100k. Potentially significant staff time required to implement.*

*Blackboard is still operating; should move integration to bottom of the list – can’t even consider doing this without additional Information Systems staff.*

Course management system migration

*Blackboard is probably not the LMS (Learning Management System) we want to live with for the rest of our lives. Morehead has said they will be moving to an Open Source (probably Noodle). We need to start thinking about it.*

Disaster recovery support

*On ERP list because we have an attractive alternative however will require significant time commitments.*

Degree audit application

Ashley Rogers is working on a proposal for the degree audit.  K. Jackson

*Per Josh, this will be included as a part of the retention efforts. We will need more specifics on this if it is going to move to the top of the priorities list. Believed this will be a significant time drain on Administrative Computing staff. Reviewing possibilities to see what best meets our needs. Per LGM they should be sure to include COE in these discussions. Also need to be sure this is on your budget priorities list for next year. There will be no ERP funds available for this system.*

Enrollment management application

Not a high priority and current set up will suffice. Lowest priority within Student Affairs. F Dietz

*Going to stay with Hobsons for now. . .possibly signing another five year agreement. Believed that this decision may be based on Fred’s frustration with SunGards lack of response to request for information and costs.*

Some needs from the academic area *(from Bob Pervine)*

    Ability to easily access class rolls

    Ability to print advisee lists with more than 40 names

    Ability to access grade reports after submission of grades

    Ability to easily find a student’s M-number

*Per Anita, access to class roles and M #s via INB is “laughably simple”. Faculty are now going through SSB. Possibly fall with retention efforts. It was suggested that perhaps these issues should be reviewed from a functional standpoint rather than by Info Sys personnel.*

*These things are getting done. But they are getting done by a few hundred people who have, as a result of these difficulties, have ultimately lost faith in the Banner system. Info Systems lacks the staff to research and find fixes for these issues. There is the possibility of out-sourcing some of this. However, we have lost some faith in outsourcing Student Module of Banner is huge. . .they need more support. This is a staffing issue (once again) CORE supports.*

Change the advising hold (RUN) and change this process so academic advisors can release the hold via myGate instead of giving the RUN to the student.  Many, many problems occurred for Spring 2012 registration. [K.Jackson, 11/16/11]

Accounting/Finance  [j dudley]

Ongoing tuition revenue reporting request from VPFAS.  This is facilitating Board requested info that is needed before Dec Board meeting.

PCI Compliance Project.

W-4 update on SSB.  Employees cannot change federal withholdings in myGate any longer due to a patch. This is a step back with Monarch, because this could be done until about 6 mos. ago.

*Possible the biggest time commitment.*

Monarch enhancement installation. Due date Dec/Jan install.

Data dumps: Accounting needs to design the order of data in the dump and to specify what data is needed.  This is a large reporting issue, although not mission critical. Hope to have these defined by mid-Nov 2011.

Payment card/online direct deposit application.  Still looking into using an existing contract from another school.  Other schools indicate the IT time required is for a channel for the vendor’s link.  All of these are hosted applications.Install during spring 2012.

KTRS is implementing an ERP. We do not have file specs yet, but a file will need created. Penalties/fines will accrue if due date is not met.

TIAA-CREF submission file developed.  This is currently entered by hand into TIAA-CREF website, pending IT time to develop.

New 403(b) file.  Waiting to hear from HR ir there are file submissions needed and any specifications.  Will need by Jan 10, 2012.

Implementation of BDMS/Xtender for dept.  Internal time is required, but not sure of IT requirements.  Plan to have something in production by March 2012.

*MapWorks – Request from Renee Duncan and Retention Committee – Has course signals (Banner produce) been evaluated? No. . . Approximately $46k initial purchase plus annual maintenance. LGM has requested a quote for annual maintenance but has not received any info back. Bob P. will get some info fro Renee and report back.*

*Can we get Course Signals from SunGard? LGM will talk with SunGard.*

*Should a sub-set of the Retention Committee meet with Information Systems staff to determine needs from IS?*

*Meeting adjourned 10:25 a.m. LGM will adjust list to new priority order for CORE review.*