**ERP CORE IMPLEMENTATION TEAM**

**Date: October 26, 2009 @ 8:30 a.m.**

**Location: Curris Center Stables**

**Submitted by: Carla Thomas**

**Members Present:**

**Linda Miller**

 **Brantly Travis Tracy Roberts**

**Jim McCoy Josh Jacobs**

 **Stacey Bell Jackie Dudley**

 **Tom Hoffacker Carla Thomas**

 **Linda Myhill Anita Poynor**

**David Blackburn**

**Members Absent:**

**None**

**Guests:**

**None**

**New Items:**

* ZEKE – No last thoughts were shared by team members.
* There will be a one-time move of the emergency maintenance to Tuesday night this week due to a flaw in the firm-ware that must be corrected ASAP. Linda Myhill mentioned that the calling center will be open from 6-9 pm on Tuesday night. The maintenance window is scheduled to begin after 9 pm and should not interfere.
* Student Financial Aid (Anita Poynor) –
	+ Functional consulting – summer is a manual process in Banner and we are currently at 16 summer sessions which must be set up for awarding and disbursement process. This is a totally different set-up than Fall/Spring. Anita would prefer to use Sungard. Core agreed to this with additional training.
	+ SAP (Satisfactory Academic Progress) – need to get this scheduled. Linda Scott would like Ken to come back. The question, can it be done remotely, was posed. Jackie voiced concern that we need to make sure that we stay within the scope of the project which is implementation. We need to verify in the minutes that Core previously approved the SFA team to bring in technical consultant to assist in the SAP rule writing process.
* Extender Implementation – Mark Belva has requested information from David Ackerman. He said they will be developing the server specs in December. David Blackburn said a decision needs to be made regarding what is going to be included in this implementation. Sungard has applications for some modules (Finance, Financial Aid, Advancement, Human Resources, Student, etc.). Other areas may have to have applications written (academic departments, etc.). It was agreed that a decision must be made regarding will we do Extender implementation for only those pre-written applications readily available from Sungard or do we try to do the “big tent” implementation to include all campus. The Needs Analysis training is scheduled for January. Linda Miller would like to know more about support requirements, etc. Before a decision is made. There is a 1:00 p.m. teleconference meeting Friday to include Brantly, Linda Miller, David Blackburn, Mark Belva and Steve Rowhuff with Sungard at 1:00 to discuss Extender.
* MARC Trip to Western – Jim McCoy reported that MARC does not have follow-up answers to Corky’s question after this trip. Other institutions have built some intermediate steps to get to where they are and, in many instances, where we want to go. Jim believes that rolling out the training schedule would go a long way to mollify all that we cannot yet do in Banner.
* Student Roles – Brantly and Tracy reported that the problem they are experiencing is the inability to go back and pick up previous students. For the current term Michele can change the account code at any time. Tracy needs to be able to see from 200880 (Fall ’08) and forward. Ultimately, we are looking at refining this in the future with a quick fix for the moment. It was felt that further discussion is needed with a break-away group headed up by Tracy to include Sherry, Michele, Brantly and Anita.

**On-Going Issues:**

* PeopleAdmin Login – Human Resources currently has more than 100 applicants in the system. The job vacancy approval process is now on-line for hourly vacancies. Exempt vacancies will go live between now and March, 2010. Tom H. will get together with Brantly to set up a meeting to further discuss if all departments should be compelled to have single sign-ons through myGate or the campus network.
* Meeting Time to Discuss Instances – Thursday at 3 pm was set as a tentative time for Instance meeting at IS to include Anita, Tracy, Stacey, Jackie and Linda Miller.

**Open Discussion:**

* Jim McCoy asked if we are moving forward with identifying super users within the individual colleges/departments for training purposes. He suggested two to three super users from each college be identified and that Linda Miller contact Deans and VPs re: identifying resource persons for their areas. Tracy recommended that when Linda contacts the Deans she would need to identify what responsibility levels these super users need to have. . .provide a person(s) that has knowledge and responsibility for the different Banner modules (i.e. student module would need some form of teaching/advising level, schedule management and scholarships; administrative resource person(s) would need to have knowledge regarding HR (hiring and leave reporting), student employment/financial aid, purchasing, finance, account management, etc. It was also states that in Linda’s email to the Deans and VPs she may want to mention the future roll-out of general user training.
* Employ Directory Tab Goes Nowhere – Can we add a link to the new printable directory? We need to reconstitute phone book group meetings. John will join this group.
* Leave Report Assistance – Tom Hoffacker reported that HR and Payroll representatives will be available in CTLT for two hours each day Monday thru Thursday of next week to assist exempt employees in reporting leave time. He also shared that during open enrollment sessions HR is pointing individuals to myGate to obtain current status of insurance choices and open enrollment packets. Employees are also being told that open enrollment may be conducted via myGate in 2010.
* Can the application for changing employee address be turned off? Tracy will check into this.
* Degrees – Brantly reported that they have not loaded any degrees into Banner for students or for employees. There are screens in the “S” screens, per Tracy, which is where you store degrees for faculty and staff and she sent those screens to Lori 6-8 months ago.
* Tenure Report – We have some time to get the report in, but it is for data as of some time in October. Updates/changes since information in Condata would have to be entered manually. Jim McCoy will ask Mary Ann/Brenda Owen in the Provost’s office to contact Brantly to get the ball rolling in entering tenure information.

Meeting adjourned at 10:30 a.m.