

**ERP CORE IMPLEMENTATION TEAM**  
**DATE: NOVEMBER 12, 2007**  
**Location: Gatehouse, Wells Hall**  
**Submitted by: Kathy Lee**

**Members Present**

**Jackie Dudley**  
**Anita Poynor**  
**Teri Ray**  
**Joyce Gordon**  
**Linda Myhill**

**Jim Bauer**  
**Phyllis Bauer**  
**Tracey Roberts**  
**Linda Miller**  
**Josh Jacobs**

**MYGATE FRIDAYS:**

**Jackie opens meeting with the meeting agenda hand out, also referring to the email sent by Joyce on MyGate Fridays. Linda Miller comments on content: too much information, recommends stripping out all the detail and focus only on the MyGate implementation. Tracey states lengthy detail is to get all involved across to the steering committee. Jackie gives Josh okay to do changes and get it ready to go out.**

**When will MyGate link be on the MSU home page was addressed to Josh, he comments is on Racer Net and he will check on the home page link.**

**Jackie addressed the issue of the starting date for MyGate Friday; and that it must be communicated to the campus with plenty of time. Jackie adds that Tom wants this to be communicated and started before the Holidays. Discussion ensued regarding different offices that need to be open in December for those days. Discussion then went to how to effectively notify students of the closings. Anita notes that Bursar's signage for the lobby is adjustable as to sign size and could be placed at the top of the entry stairs to Sparks. Jim comments that students will be upset if they walk to Sparks to find out the offices are closed. Linda Miller recommends as stated earlier placing notice on Racer Net on Thursdays, and it will be in Round About Murray, and Josh will notify the MSU paper for a notice. It was decided not to take out an ad in the Racer News, but put in a block announcement; and Josh will take care of this. Teri will add to her report to all managers to notify their offices with signage. Jim also recommends getting to GA's meeting next week and Black Student Council as well as other student meetings that are scheduled. It was decided to have the President mention it tonight in his address. Josh will be responsible to get the information to Tony at the paper by Nov 29<sup>th</sup>. The all user email needs to be sent on November 26th and first MyGate Friday will be November 30, 2007.**

**The first session will be for Admissions, Student Financial Aid, and Registration. Jackie makes questions cover persons for each floor, Tracey states it will be Sarah on First Floor. Consensus of all is to be sure and educates these point people on all office activity, with phone numbers.**

**COLLABORATIVE SCORECARD – September 2007**

**Jackie addresses the types of categories based on project advancement and changes in progress requirements. Noted that we are very tight with scheduling sessions by both our side and Sunguard's side; it seems impossible to get everything fixed in a one year period. She states that Human Resources will have all changes, not the dates but the sessions offered.**

**As for project performance:**

**Communication flow not as timely as it needs to be.**

**Confidence & Trust: low at this point due to the functionality of training, not knowing the trainers, getting consistency of information.**

**Quality: Question the adequacy of training; we need agenda items, PBS being a critical item.**

**Organizational Readiness: we do have issues overall in that Sunguard does not seem to address the technical people and their questions. Action plan needs to be addressed with a schedule to Phyllis as to when things have to be ready. She will get this going and get it to Mark Ballard.**

**Enhancing Value: They seem to understand the higher education, but they fail to give help as to how to do things in actuality; they will say what is best, but not recommend for our institution.**

### **DATA STANDARDS**

**We need a meeting scheduled concerning the conversion of the data; will continue this attempt.**

### **PROCEDURES FOR TECHNICAL, SECURITY, OR ACCESS PROBLEMS WHILE TRAINING**

**Jackie asks are there any security or equipment problems at this point; suggest we get phone list of these people to have at the meetings to get info. Phyllis volunteered to provide this list.**

### **TEAMS**

**The only team with comments is Anita and that is regarding back fill positions. She states the data has to be converted with accuracy and quickly. Data must be verified from Paper documents as far as courses, credits, as well as demographic data prior to 1990. It has been determined that one person can verify 75 records per day, 60 records per day for part time (30 hours); 255 records per day, 1275 per week estimates we can clean 18,000 records in 14 weeks which puts us to the April/May deadline.**

**The focus will initially be on current students, and new students entering; the progress backward in time to catch all records.**

**Student financial aid needs back fill positions later in the process.**



**Admissions have their own budget to cover their back fill, as has housing to pay for their own.**

**Discussion then continues between Tracey and Joyce as to pay grade, now calculated at G8. Joyce advises that HR will have to investigate and compare before any amount can be finalized. This would be a two year temporary position with no Benefits.**

**Jackie states her concern that we spend the money and come back to the table with incorrect data problems or job not complete. She suggests that money be allocated for a semester period with evaluation at the end of that time on accuracy and amount of data cleaned.**

**This will be sent to the steering committee to determine pay rate, there is one retiree now interested and we will proceed after we hear from steering.**

**Jackie adjourns this meeting reminding everyone of the meeting on November 19, 2007 at 1:30 pm in the 3<sup>rd</sup> Floor Conference room in Sparks Hall.**