

ERP CORE IMPLEMENTATION TEAM

Date: November 17, 2008

Location: Sparks Hall 3rd Floor Conference Room

Submitted by: Tina Flener

Members Present:

Brantly Travis

Stacy Bell

Tracy Roberts

Linda Miller

Josh Jacobs

Anita Poynor

Linda Myhill

Members Absent:

David Blackburn

Jackie Dudley

Visitor:

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Production Luminis “Go Live” update: Brantly opened the meeting by informing the Core team that they have been working for the past two weeks getting the system in working order. Brantly stated that they were very close. They are working on getting the URL to point to the SSB and IMB login; there had been some trouble with that in the past. Brantly said they have scans to move over and the last bit of content. Brantly informed the team that they will be working with David Spencer for the next couple of weeks due to Carlos being out of the country.

Brantly stated that an additional problem that they were having was with triggers causing problems with people that were logged into the system. It seemed to right itself after they logged out and logged back in. Brantly suggested that this may be because they were in the system when the trigger happened which caused the glitch and it is not an actual system problem. Brantly said he would check with David to make sure.

Brantly also informed the team that when employees were entered into the system that the Employee Tab had appeared. It was disabled so changes could not be made at this time but it will be reactivated when we switch to electronic time entry. Brantly summarized that overall we are in good shape.

Access to Luminis update: Linda Miller stated that she had talked to Tommy and Dave and had found out that they had created a kiosk account. Linda handed out a printout of the MyGate login webpage and asked for feedback from the Core team. Tracy asked the question on how they should log out. Whether it was a matter of closing the browser; and if it is, how will the browser be restored for the next user. Several suggestions were discussed on a desktop icon for going directly to the MyGate page.

Linda stated that the bigger problem is that all of the departments need to be aware that they are responsible for getting the equipment for the kiosk so that it can be setup. Linda said that she would bring this point up at the I-Tech meeting this afternoon.

Distribution of M# update: Brantly informed the team that they are slated to remove the password reset from IMB and SSB this week. It will force people to reset their password in Luminis. Linda Miller said that an e-mail will be sent out to everyone the 1st of December which will tell them their M# will be on their paystub and link them to a webpage dedicated to what their M# is. After a suggestion from Josh and some discussion; it was decided to have the notice of M# distribution on the November 21st payroll posted on the Roundabout and put bullets on the other information and December payroll dates. Josh stated he would hold the Roundabout until Linda gets with Jackie on those payroll dates for December.

Workflow User Role Assignments update: (See Handout) Brantly stated workflow training was last week and everyone who will be using workflow will need to be assigned a role and ID that are linked together. Brantly handed out a list of existing roles. Brantly asked everyone to take the handout and look it over so the team can meet at a later date and get those created.

Student Team update: Anita informed the team that Financial Aid has set up additional conference calls this week and next week to get on track for the Financial Aid implementation. Dr. Robertson has assigned Scott to dedicated time to daily assignments on the task log. Scott can continue to work from Financial Aid unless he misses one of the assignment deadlines then he will be moved to the Gate House. Anita said that Dr. Robertson wants Scott to stay in Financial Aid but he keeps getting pulled off of his work to help with other things and he needs to be 100% committed to Banner. Anita stated that last Thursday the Financial Aid office hired Kathy Lee out of the Student Loan office. Anita also informed the team that out of the five people in the Student Loan office, two have already been hired, and two more will be hired in the next couple of weeks, as Lori has promised them positions.

Anita reported that they have Student training this week. Lin from SunGard is sponsoring a congratulation party for Admissions on their successful "Go Live". Anita said it will be held Thursday night at the Hampton Inn. Stacy informed the team that Admissions is still moving along but they are still dealing with the Web Apps; they will get with Lin to work through this process.

HR update: No one was available to give an update on HR. Brantly said he would stop by HR today to check with them.

Luminis update: Tracy stated that testing went well. Tracy said they discovered that the approvals were working, everyone was seeing them but it was taking about 5 minutes for it to show up which is not a problem in real world application. Tracy said she remembers that last spring Steven and others said their was a refresh rate that can be adjusted and suggested that when they do testing for with Student information it will need to be turned down for testing purposes. Tracy said that she had spoken to Sherry and she had thought it was turned down as low as it goes but she will check on it. Tracy also stated concern over one of the screens; in the top left corner the Admin Tools tab is in white and is hard to see. Tracy said during the training a couple of passwords had to be reset and asked the procedure on notifying the users of this. Brantly replied that if she could send the list to Sherry then they will reset the passwords.

Communication update: Josh reiterated the need for nailing down exact dates for the next month so it can be posted in Roundabout. Josh said that deadlines are Tuesday afternoon but could possibly hold a spot until Wednesday.

Network, Service, and DB Support update: Brantly informed the team that they have a request for an extra maintenance window. Brantly stated the network group is putting in a Firewall and they have requested a different window on December 20th from 6am to 9am. Brantly said the only bad part is the first payroll in Banner runs the 22nd. Brantly asked if anyone in the Core team had a problem with that or foresaw that the system would be needed then. Everyone agreed that it should be fine; Brantly said he would check with HR before moving forward.