**ERP CORE IMPLEMENTATION TEAM**

**Date: December 7, 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 David Blackburn**

**Anita Poynor Lori Mitchum**

**Members Absent:**

**None**

**Guests:**

**None**

**New Items:**

* VoteNet – Casey Workman has been working with the Student Government Association to find a replacement for the online voting system. VoteNet seems to fit the bill. Donna Miller should review and sign-off on this as acceptable for Faculty Senate voting use. One issue might be the bylaws in the Faculty Handbook regarding voting guidelines. If VoteNet does not meet Faculty Senate voting needs we would need to talk more with VoteNet technicians to see if the algorithms could be revised. Jim McCoy will have Donna Miller contact Casey. Tracy Roberts shared that Staff Congress would like to go to an electronic voting system, but would require the ability to allow write-in votes/blank categories. Christian Cruse would be the contact person for Staff Congress.
* Digital Measures – Jim McCoy reported that they are integrating SSO (single sign on) through myGate and hope to have this functionality by mid-January.
* Phone Book – Brantly shared that the confidential indicator on the student list is FERPA driven. Per Tracy we have approximately 20 students at any given time that ask their information be withheld. Students should contact Tracy’s office if they wish to have their information suppressed. It is an all-or-nothing choice; if a student suppresses their phone number they also suppress their email address, as well as university authority for verification of degree, enrollment status, etc. Preferred first name was also discussed. CTLT and Telecom are revising their forms to allow for indication of a preferred first name. We can send an announcement out for employees to check their preferred first name. Tom H. will run the announcement by Brantly before publishing it in the next Personnel Matters newsletter.
* Workflow – Linda Miller feels that we are sliding further and further away from our training and would like to get back on track with Workflow. The group consensus was that additional training is needed. The Employee Clearance form was completed during the first training. We need to identify those other workflows that have already been started and then find funding for some additional consulting services (from Sungard – or by contacting the support line) to develop others. Jason would be the contact for Finance workflows needed and Teri Ray for HR workflows. It was agreed that it would make sense to try to hire a consultant-type individual that would come in and write workflows.
  + This discussion spun off into a discussion of Cognos and report writing. The possibility that the same approach discussed for use in workflow might also be a good approach for Cognos report writing needs. The problem with hiring someone for Cognos would be finding a consultant that knows all areas of Cognos (i.e. Student, Financial, Human Resources, etc.). If was felt that workflow would be the easier of the two for a consultant to work with us on at this time. The concern is that we don’t know enough about our data to work with Cognos yet. Functional areas feel they do not have the knowledge to do either workflow or Cognos without IS support. The bottom line is we currently do not have the IT personnel in order to support Cognos as well as other Banner universities. Where is the institutional priority? We need a coherent strategy to press along as to how we go from where we are now to where we need to be. Can we identify some high-end necessary reports for this next academic year, or even this next semester, and modify them with internal resources and the help of a Sungard consultant? Is this a strategy that would work for Cognos report writing? If a consultant were to develop some Cognos reports, then we would probably be able to use those models developed to create additional models on our own. Each area would need to put together their list of needed reports in priority order that we can all discuss. Core members were left with an assignment to develop such a list for their respective areas for next week.
  + It was agreed that we would move forward with Workflow. Brantly will ry to find the list of workflows created (at least in part), and Core team members will identify/create a list of workflows needed for their area. Linda Miller will dig around for consultant information.
  + It was also reported that the university does not have a spare Cognos Studio Report license for Lesa Harris’ use. Jackie said her area will process a P.O. for

the license and will let Les know when she is official.

* Electronic Data Warehouse – It was agreed that we need to defer this decision indefinitely.

**On-Going Issues:**

* WWW Site Revamp – Linda Myhill reported that she has heard nothing further. Dave Blackburn shared that the committee has heard nothing about when we will go live with the new site. Linda Miller asked if anyone heard anything to please let her know. Josh said that he had heard that there would be a partial migration (the MSU Home Page) over the Christmas break.
* Update on myGate Front Page – Tony Powell is working on it. He has it up and it will be updated as Roundabout is updated.
* Grade Time Reports Needed – Brantly shared that Phyllis thinks she should have them completed today. Tracy said what she has received so far looks wonderful and she is feeling much better about the ability to get the information out to people. The first email to faculty regarding no last date of attendance will go out today. Scheduled to go out once a day Monday through Thursday of this week and twice on Friday.
* Xtender Implementation – Dave Blackburn shared the proposed agenda for Xtender needs analysis the week of January 11th. Core team members will be involved with the College of Education training/implementation and Dave asks that we provide times our key personnel will not be available to meet to provide needs analysis. Core members were asked to review BDMS kickoff information and offer suggestions regarding when to send out, etc. Expectations include attendance at kickoff/analysis, a commitment to buy the needed equipment for BDMS, and that functional areas would agree to train campus in uses of the system. Dave will share a list of additional expectations via email with Core members and will also email the template for pre-work. During the week of January 25th we will be provided with a needs analysis report with the first installation to take place the week of February 15th.
  + Tom Hoffacker said the ability to do optical character recognition (OCR) scanning would be nice. Dave Blackburn said this would be a question for the consultant.
* Online Payment – Anita reported that online payment for applications went live last Friday. Over the weekend 19 of 50 applicants paid their fee via the online option. This morning 23 payment had been received. Students are not put in Banner until the application is complete. The application fee must be paid before an application is considered complete. The Transfer Center does not have an online application up and running yet. International, graduate and undergraduate applications are online.
* Marketplace – Anita shared that Marketplace is scheduled for a December 15th kickoff conference call. We are going with online Housing application with others to follow. Go-live is expected mid-February of 2010.
* County of Origin Information for Student Reporting – Tracy talked with Michele Sanders this past weekend regarding this three-step process. The process will require some scripts from Information Systems. Estimated time to complete would be approximately two weeks. The current plan is to carry this over to mid-January to migrate into Banner.
* PIN – Linda Miller brought up the issue that because PIN is going away at the end of the month, transcripts will not b obtainable after approximately December 16th. It was decided that notification would be put on the Alumni website and networks (Linda Myhill will contact someone in her office to do this); in additional Tracy will take care of entering what is needed in order for PIN to redirect inquiries to myGate.

**Open Discussion:**

* Satisfactory Academic Progress Reporting (SAP) Rule-Writing Training – Anita Poyner reported that she was unable to find in past Core Team Meeting Minutes where it has been approved to bring a consultant on campus for a one-week training session for SAP report writing. Training would need to be scheduled for around mid-February for reporting purposes in May. Core approved.
  + Michele Sanders still needs to write a script needed for combining 1098 Ts by the end of January. Anita would like for us to get all information into the Banner system.
* ePrint Server Maintenance – Brantly share that they will be converting from the old to new server with ePrint and the server may be down for one or two days during the conversion process. Dates will be distributed once they have been set.
* AppWorx – Anita reported that the test files look good so far. She continues to work with Shawn on this.
* Legacy Data – Brantly reminded the group that the issue regarding legacy data and what we need to keep is still lingering.

Meeting adjourned at 11:03 a.m.