**ERP CORE TEAM**

**Date: April 25, 2011 @ 8:30 a.m.**

**Location: Curris Center T-Room**

**Submitted by: Carla Thomas**

**Members Present:**

**Linda Miller**

 **Brantly Travis Josh Jacobs**

**Fred Dietz Bob Pervine**

 **Carla Thomas David Blackburn**

 **Tom Hoffacker Linda Myhill**

**Anita Poynor Jackie Dudley**

**Lori Mitchum**

**Members Absent:**

**Tina Collins**

**Guests:**

**None**

**New Issues:**

* **Dates needed/Team for transition for STARS (Lori)** – Need up and running by August 1st in PROD. Needs to be in TEST by July 1st. Price was $1,000 for hardware due to placing on a virtual server rather than a stand-alone machine (which would have been $7,500 plus license fees and man hours to update).
* **Moving PROD maintenance from the 3rd week in May to the 4th week to allow for the last day of grade submission** – LGM feels we should at least check with Tina to see if she feels this is necessary since we had said we were no longer going to make exceptions and move maintenance windows. LGM will send an email and BDT will check with Tina to see if she needs the window moved to May 4th. CORE agreed they were okay with moving the maintenance window if Tina felt that was best. Bob P. felt better to move the window but would defer to Tina’s decision.
* **4 Hours of TEST Maintenance on Wed, 04/27, to apply updates that are required for the BOSSCARS implementation** – TEST will be taken down for four hours (noon – 4pm) on 04/27/11 to apply updates required for BOSSCARS implementation.

**Ongoing Issues/Updates:**

* **Use of SS# by Campus Units (TC)** –
* If SS#s are a part of what is needed to execute the job expected of them by the university, then the SS#s would be supplied to the office as deemed necessary to meet state, federal or institutional requirements. It was decided by the steering committee that these requests would go through Tina Collins and she would review the request and determine if the need meets the guidelines. Linda Myhill will do a demo in Banner to see if this meets their needs.
* CORE agreed that HR would contact Health Services and have Health Services begin to use People Finder to verify current employment status in place of HR supplying a monthly list of current employees.
* **Cognos Report Writer (BDT)** – Awaiting approval to re-advertise. It is currently on the list of positions which will possibly not be filled due to financial restraints.
* **Parking (BDT)** – Kick-off/introduction meeting last week. Next meeting (to include Accounting and Bursar) has been scheduled. They are still looking at a go-live of July 1st which is a very aggressive schedule. Brantly, LGM, and Dave Blackburn met with BOSSCARS and they agreed to provide some upfront installation assistance.
* **Pruning Large Tables (BDT)** – Chad Wortham is working on it; remains on the priority list to work in this summer.
* **Workflow** – BDT has talked with Chad re being the team lead on this. Sandy will be the project leader. JKD has the draft of student EPAF to give to BDT. LGM suggested Tom H. contact Eastern to see if they would share a PDF of their termination workflow so we would have a printed copy that would give us some idea of level of detail to look at, etc. Tom H. will contact Eastern.
* **Degree Audit (TC)** – LGM suggested that Bob (and others from COE, etc.) would meet.
* **Timeout in Banner** – CORE agreed to set time out at one hour for general use with some groups excluded. These groups are to be determined. BDT will check to see if it is an option to time out by time of day (i.e. after 4:30, would time out after 30 minutes of inactivity). He will also check to see if there is a way to increase the minimum timeout in luminis from 10 minutes.

Meeting adjourned 9:43 a.m.