**ERP CORE IMPLEMENTATION TEAM**

**Date: August 24, 2009 @ 8:30 a.m.**

**Location: Curris Center Stables**

**Submitted by: Carla Thomas**

**Members Present:**

**Linda Miller**

 **Brantly Travis Tracy Roberts**

 **Stacey Bell Josh Jacobs**

 **Anita Poynor Jackie Dudley**

 **Tom Hoffacker Carla Thomas**

**Members Absent:**

**David Blackburn**

**Linda Myhill**

**Visitors:**

**None**

**Representation of Academics on Core:** The meeting opened with a discussion regarding the need for representation from Academics on the Core Implementation Team. Linda Miller stated that it would make sense to her that it would be someone from the Provost’s Office. Team members were in agreement that this would be a good idea. Linda asked members to consider possible representative that we could recommend; someone here through the summers, that would come to the meetings. We will readdress this issue at next week’s meeting.

**Reporting Needs:** Linda asked if we are good with all of the must have/critical reports we need to get out of cognos. Tom H. stated that EEO has a date of September, which he feels is flexible, for IPEDS. There is a million dollar fine for late reporting. This report is normally run after the last payroll in October. Brantly is to meet with EEO this week to further discuss this need.

 Anita stated that the Kentucky Affordability report is due October 15th for the 2008-09 school year. This will be the last year for this report.

 Tracy said that the Registrar’s Office has state reporting due beginning November 1st, but more importantly right now is getting enrollment numbers out. By September 15th she must send enrollment numbers categorized by race, etc. This is unit level data on each individual enrolled. The information is in Banner but we have to determine how to get it out and verify the data that is there. Some information still has to be migrated to Banner.

 Tom H. pointed out that, per page two of the open issues spreadsheet, Jason Royalty must submit an international taxes report due September 1st.

**Space Utilization Report:** Per Brantly, the capabilities to create this report are in the Location Management portion of Banner but the fields have not been populated. This is currently a mainframe application. We don’t know how Debbie Wagoner updates this information. Brantly will check with Michele Sanders to see what data is missing. Debbie may not be familiar with all the tables available under student location management in Banner. The housing and classroom spaces are already added to Banner so it would seem sensible to add the other areas to Banner rather than Debbie purchasing and supporting a separate system for this.

**Email Downtime:** Linda reported that a decision regarding moving to Google for our mail provider should be made this week. If we have no decision, we need to move forward with purchasing equipment needed to maintain the university email in-house.

We need to take down email in order to install updates and the new access key. This will occur Saturday night, August 29th, at 6:00 p.m. We are scheduling a 1-2 hour maintenance window. However we anticipate that it will be completed much more quickly, perhaps in as little as 15 minutes.

**Printers On Campus:** The Core Team reviewed the current stance regarding printers on campus and the potential for increased needs by departments once the mainframe discontinues printing reports. The Team is in agreement that individual areas and VPs need to prepare for moving away from mainframe printed reports. It was felt that departments may need to be reminded of this by sending a reminder to the Steering Committee. We, as a Team, have been asked to promote going green. It is felt that if departments are faced with the cost of purchasing printers/paper/ink/maintenance then they may be more apt to think of alternative means of distributing/viewing information (i.e. send via email, post on Roundabout, view on-line rather than print reports, etc.).

 Tracy has a question regarding printers with kiosks. Jackie said this would be an Admissions responsibility to determine the need for printers and also to determine who will keep the printers stocked with paper and ink. This responsibility will fall back to someone on the first floor of Sparks Hall. Jackie said there was a budget created for these expenditures.

**Labels on Campus:** Linda announced that Computer Operations will begin sending requests to HR. Discussion followed. Tracy shared that her office currently receives requests for student labels. Jackie stated that it should be pretty easy to build a cognos report and put the link on MyGate with the report being updated each semester. It was felt, however, that this could pose problems with approval processes for access to student information.

**All-Staff Email:** Linda asked if we want to maintain list serves for all-staff/all-faculty/all-student email list serves or do we want to send list serve announcements through myGate? Team consensus seemed to be that the list serves should be maintained for emergency notification purposes as list serve emails are quicker than myGate announcements. Linda will come back to the group next week with a proposal.

**Scheduling the Gatehouse:** Linda reported that Kelly Mott will be scheduling the Gatehouse. She has set up a Google Calendar for scheduling purposes. Both Anita and Brantly would like to be added to that calendar. Others said they would call Kelly for scheduling purposes. Jackie has a log of who has keys to the Gatehouse and will get that log to Linda. Linda can request additional key for Kelly to check-out by completing the key request form and routing that through Dr. Brockway’s office.

**Directory Info on myGate/SSB Survey Instrument on SSB:** Tracy shared that she and Michele Sanders have the Directory Info up in test. She said the Core Team needs to determine which of the profile areas we want to limit/remove. It was determined that the following areas would be removed: expected graduation year, college affiliation, maiden name, home address, home telephone, business address, business telephone, class year, and preferred college. It was agreed that faculty/staff email addresses should be non-suppressible; the option for students to suppress email addresses must be allowed. There would need to be a proves to opt out of being listed altogether (through HR for employees and through Registrar’s Office for students). Tracy will investigate to see if the capability exists to add items to the profile (i.e. local/current address).

 Tracy reported that the SSB survey instrument capabilities are limited.

 The possibility of putting an information channel up, perhaps something like the link of the maintenance channel with graphic on the MSU homepage, was discussed. The current myGate channel on the home page is very outdated. Perhaps an information channel could take it’s place.

**myGate Access for Fringe Needs:** Tracy received an email request from a non-employee for access to myGate in order to prepare student personnel action forms. Tracy was not sure that this individual would be approving time sheets for the student employees. The Team agreed that this individual should be able to work with their MSU affiliate department to prepare the PA forms. Tracy will get back with the requesting individual and let her know the request for myGate access is denied.

**Students With No SSN:** Tracy brought up the issue of students with no social security number and the impact this has on Banner, state reporting, HR and BlackBoard. The issue she has is that we did a work-around for Racer Touch where we used the M# for the SSN. Her suggestion is to use the M# for all students for BlackBoard. It is a back-end issue with BCAT, per Brantly. This is a programming issue and a terribly complicated one. It is extremely urgent; we have current students not able to get into BlackBoard. Linda will call an IS meeting to resolve the problem.

**Go Live Date for Banner 8:** The Core Team discussed the proposed dates of Spring Break (March 24th – 28th), Labor Day (September 4th – 6th), Memorial Day (May 29th – 31st) and July 4th weekend. Tracy stated that the Registrar’s office would have major issues with a Spring Break implementation. Student testing will not be complete by then and pre-registration for fall is right after that. Both of these are huge issues.

 It was felt the Memorial Day dates would be best. Linda asked members to take these dates back to their areas for input. We won’t announce publicly until we meet again next week to seal the deal.

**Update on PIN Changes:** Brantly reported that the final changes to PIN are scheduled to go into later today.

**Xtender:** Dave Blackburn was going to check on the changes to Xtender in Banner 8. As we are waiting on his report, discussion of this item was deferred until next week.

**Extended Campus Rosters:** Tracy shared that it took most of a day to do, but she got them up. This is still not automated and they continue to look at other possible processes. There are some courses for which the primary instructor has still not been identified. Until a primary instructor is identified, rosters cannot be obtained.

**Faculty/Staff Training:** Linda will be looking into this issue.

**TouchNet:** Anita reported that this issues has been resolved. Emails have been sent to all students that had experienced problems and approximately 50% of those emailed have responded. There are still a couple of students with browser issues; IE8 is still causing problems.

**Duplicate PIDMs:** Tracy shared they are now up to 99 individuals with duplicate PIDMs. She emailed Linda Miller and is waiting to hear back from Shawn Cooper regarding a solution. Brantly will see if they can just do a dump that Tracy can dig the information from.

**iOffice:** Brantly reported that the data won’t load into ours. Phyllis is looking into this and they are also going to have Jason B. take a look at it. Brantly stated this is Administrative Computing’s top priority right now.

**Open Discussion:**

* Linda received a request from Victor Raj seeking SQL access to our data for graduate students to do querying. The Core Team is in agreement that this is not possible.
* Tom H. asked Jackie to bring up extra pay for exempt employees heavily involved in ERP implementation. It has been approved and people will be getting memos from the President this week that will outline what extra pay might be. The rationale for no extra pay for bi-weekly employees is that they were paid over-time at the time extra hours were worked.
* A breakfast, or perhaps some other gathering, to show appreciation to the individuals that have played key roles in the ERP implementation is in the planning stages. Jackie was asked to get some possible dates that she could relay back to Sharion Meloan. Following discussion, the Team decided that a Monday morning in late September would be best.

Meeting adjourned at 11:15 a.m.