**ERP CORE TEAM**

**Date: January 10, 2011 @ 8:30 a.m.**

**Location: Curris Center Stables**

**Submitted by: Carla Thomas**

**Members Present:**

**Linda Miller**

 **Brantly Travis Tina Collins**

**Fred Dietz Bob Pervine**

 **Carla Thomas Lori Mitchum**

 **Tom Hoffacker David Blackburn**

 **Jackie Dudley Anita Poynor**

**Josh Jacobs**

**Members Absent:**

**Linda Myhill**

**Guests:**

**None**

**New Issues:**

* **Parking System (LGM)** – Public Safety is looking at a new tracking system. More to come.
* **EPAFs Update (JKD/LGM)** – Jackie will be team lead. HR folks and Payroll working to identify what we currently require on a PA form. Will then begin with President’s Office to see if all of these require signatures all the way through. Have made several calls to Western. Have also contacted Eastern KY and Alamo University in TX to see if they are using SB or workflow. It was agreed we would schedule workflow training and train on a different workflow if we determine we can use SSB for EPAFs. Members discussed how clone would affect the training schedule.
* **Email Retention (LGM)** – See Hal’s email in supporting information below. Please confirm policy statements re creation/retention of mail from earlier meeting (specifically Fred, Tina, Lori, Anita). Some discussion followed; more meetings to come.
* **Leave Reporting (JKD/LGM)** – Tom Denton still working with the President on this issue. Also trying to get the same notices ready for bi-weekly payroll reporting.
* **Clone Update (LBM/BDT)** – Mark Ballard is back today; probably be a couple of weeks before clone is updated.
* **Update on Clay Stabler and Sally Johnson** – Clay is not a General Manager a SunGard and Sally Johnson is now our account representative per a letter from Clay.
* **New System Request CE/AO Server** – Request would duplicate file server capability in existence already centrally. LGM will talk to the requesting department. She will probably deny the request.
* **Grading Issues (Tina C)** – SunGard discovered a glitch; if instructors entered the last date of attendance incorrectly, the grade given may not have rolled correctly. Potentially affects 100s of students. Only affected classes with greater than 49 students enrolled. There approximately 50 classes last fall with greater than 49 students enrolled.
* **Teri Ray** – Transferred from HR to a teaching position.
* **Admin & Mentor’s Group Meeting** – It was noted that this might be a good time (following the upgrade) to have a joint meeting of these two groups.

**Ongoing Issues:**

* **Net Price Calculator (Lori)** – will be meeting the last week of January (23rd) re: KHEAA demo.
* **BDMS Updates (LGM)** – Accounting: Wendy is back and will contract David Blackburn. HR is the other area.
* **Kronos (BDT/LGM)** – Three issues still outstanding. Hope to have those resolved this week. Current users want a new system.
* **Fred’s Issues** –
	+ **Loss of permissions since Banner upgrade (Fred)** – Not that they didn’t have permissions, but couldn’t find where to go.
	+ **Allowing access to admission screens for Dept Chairs (Fred)** – Did allow this with help of Tracy. Will get university chairs group together for training.
	+ **Event Planning/Appt Software with Banner (Fred)** – Looking at software; David Blackburn reminded that they may have to do an RFP if the cost is high enough. Discussion re: Hobson’s; it’s interface with Banner and if we were keeping Hobson’s after Fall 2012.

**Core Business:**

* **Calendar Update** – Core Calendar Functional? No, we have not all updated the calendar. Please keep updated at a minimum of three months out.
* **Reminder About CORE Meetings** – If you can’t make a meeting be sure to give Linda 2-3 days notice, so if we need to reschedule we can.
* **Update on Cognos Report Writer Position (BDT/LGM)** – Currently in Patrice’s court (in HR).
* **Academics Tab** – Tina Collins stated we need to be able to add an Academics Tab to those that need it (Faculty and Help Desk for example) that are not enrolled in a class. Can we modify the SSB link for class schedule to show current class enrollment? LGM will put Casey Workman in touch with Tina or Bob to see what can be done. Tina will put out on list serve for input from other schools.
* **UPAY** – Bursar is doing the first implementation of UPAY with Breathitt in February. Also, implementing campus cashiers following UPAY in February. They are also compiling an E-Commerce Policy Guidebook. Anita will touch base with Brian Purcell on this.

Meeting adjourned at 10:20 a.m..