**ERP CORE IMPLEMENTATION TEAM**

**Date: November 30, 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**

**Members Absent:**

**Anita Poynor**

**Guests:**

**None**

**New Items:**

* Student Financial Aid Representative – Scott Lapinski will be leaving the university. Lori Mitchum will join the CORE team as the SFA representative beginning next week.
* New www Site Revamp – The new site will be brought up the first of December in stages. Departments and areas will need to convert the information for their respective areas (per Linda Myhill). Linda Miller recommended that all CORE members protect their areas. Dave Blackburn’s concern would be the landing from the home page to the administrative page. There are templates available to departments for implementing the information for their areas to the new site. Linda Miller is concerned about the clean flow of information and suggests that all members begin rattling some chains and asking questions. She could request Tony Powell meet with this group if we find that we believe that would be helpful. She will try to get with Catherine Sivills and get some target times.
* Update on MyGate Front Page – Linda Myhill has not heard anything. Josh thought it was taken care of. He will check on it.
* Communication Process to Faculty RE: Grade Reporting – Tracey reported that they are open for suggestions as to the best way to communicate the information. The question comes down to what is too much, what is enough. The team settled on sending a mass email the last day of classes or first day of finals. They are working on a script modeled after EKU’s that once grades are submitted and no last day of attendance is listed an auto email will be sent asking for that information. There is a channel on myGate. They will also put a notice in Round About.
* Cognos Super User Status for Lesa Harris – The Enrollment Management Team is concerned with the timely access to information generated by Cognos. It was requested that Lesa Harris be granted super-user status so she could prepare and submit reports without going through Tracy. Linda Miller asked how we would deal with training Lesa. No training would be needed in this case according to Tracy. The Admissions/Recruiting area was on the list to be the first added as super user and Tracy believes there is an available license for Lesa. Mark Belva would be able to confirm this. Additional licenses cost $3,000 each with an approximate $600 annual renewal cost. The group agreed to cover these costs through ERP maintenance costs and grant Lesa Harris access as a super user by adding Report Studio access rights. The team discussed the potential need to send someone to Cognos University training so we have someone at the university that knows Cognos backward and forward that would be able to train users here. We need to not only understand how to use Cognos but also how to use Cognos within Banner. Dave Blackburn suggested we put up a request on the Cognos list serve asking for information on trainers and what have other schools done for training? Jim McCoy will have Lesa or maybe his assistant do some preliminary investigation regarding Cognos training possibilities.
* Leave Reporting Fee Status – Linda Miller shared that this is still under consideration and we are not ready to report on this at this time.
* Time Constraint – It was agreed that we will begin to hold our weekly CORE meetings to 2 ½ hours, ending no later than 11:00 a.m., effective immediately.

**On-Going Issues:**

* Grade Time Reports – The list of things needed was prioritized in MART and Tracy will send the list to Brantly, Linda Miller and Phyllis Baurer. Brantly’s biggest worry is getting a formatted report out at this time. Phyllis can get a data list to Tracy and Tracy can format in into an Access report that can be shared with areas needing the information by December 14th.
* GoArmy – Tracy will work with Sheila Haley to see if she can get a dump of the catalog out of the student report to format and submit to GoArmy and myCAA.
* XTender – Dave Blackburn reported they are working today on a schedule for January. The general session kick-off will be followed by a needs-analysis period. Tom H. requested more guidance from Dave regarding equipment needed for XTender. Per Dave a part of the needs analysis will be recommendation of equipment to purchase.
* Employee Address Change – Brantly shared that they have started creating some reports in Excel format the Friday before Thanksgiving. Tom H. said this produces an approximately 400 page report. Brantly suggested Tom check with Lisa to see if this is meeting HR needs. Tracy can also contact Sherry Lamb re: receiving the report. Jackie said we must send something out soon regarding employees checking their permanent address before W-2s are mailed.
* Transcripts – Tracy shared that she has some web dater stuff she needs but her biggest concern is the sleep/wake that they are dead in the water on. All must be finalized this week.
* TouchNet – Jackie reported that she believes everything is “coming along.”

**Open Discussion:**

* PIN system will be going away with the non-renewal of Crossplex and Windows CICS. What are our plans regarding 1098 Ts and academic history? Tracy is waiting on Sherry Lamb for a script in luminis so students can access academic hi8story through Banner. It was agreed to change the site to direct students to myGate and include verbiage as to what to do if they have no myGate account. It was agreed that there needs to be an off-line discussion to map out exactly what needs to be done.
* Brantly requested that the regular maintenance window be moved up from December 19th to the 12th due to university holiday closing schedule. Concerns with this change included that commencement is the morning of the 12th and faculty will be submitting grades during this time. It was recommended that if the maintenance window is moved to the 12th, that it occur between 6 a.m. and noon. CORE’s second choice would be 9 pm to 3 am (Saturday into Sunday morning). Josh requested a gentle message (if possible) be generated that the system will be going down in 15 minutes for routine maintenance. If neither of these times work they may just leave the maintenance window on the 19th as originally scheduled. Brantly will let the group know when the date is set.
* Dave Blackburn reported that there is a webinar this afternoon with Facilities Management and the people doing their new system. Public Safety needs to begin developing a needs analysis for their new system.
* Reports and forms still containing socials are a concern. Linda Miller had requested a listing of these forms earlier and this is a re-visitation of that request. Jackie Dudley said most forms in her area have been revised; Ellen Dale in Foundations may have some still. It was felt that we need to do a larger campus communication regarding what forms have been revised and the importance of checking forms and data bases in their areas for ones that contain socials. Linda Miller asked for a spread sheet listing of forms and whether or not the SS# is still needed or that the socials were eradicated as of Fall 2009.
* Reminder – Linda Miller has jury duty beginning in December.

Meeting adjourned at 10:15 a.m.