**ERP CORE IMPLEMENTATION TEAM**

**Date: November 16, 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**

 **Anita Poynor David Blackburn**

**Members Absent:**

**Linda Myhill**

**Guests:**

**None**

**New Items:**

* Student Financial Aid Representative – Don Robertson has asked that Scott Lapinski be added to the Core team. Linda Miller’s only concern is the size of the group. However, Core was in agreement that Student Financial Aid needs to be represented. It was noted that as Core members we are responsible for taking information back from this meeting to all areas we represent. Linda Miller will pass this on to Tom Denton and hopefully Scott will be able to join us next week.
* FYI – Linda Miller has been called for McCracken County Circuit Court duty beginning December, 2009.
* FYI – Tony Powell will be responsible for pushing images to and updating the front page of the university www site from now on.
* The list of Banner Mentors is trickling in. We must now develop these training sessions and contact CTLT to set time(s).
* Summit will be held in San Francisco in April, 2010. Make your plans for attending without the assumption of centralized funding.
* Grade Time Reports – Tracy reported that she has a “whole list” of reports that are needed by both academic and administrative sides. Tracy does not have the abilities to write these reports. Several are needed when grades come out (December 14th). Some won’t be needed until January. We must also consider that we currently have two implementations going on during this time that Linda Scott and Michele Sanders are involved in. Michele is also working on 1098 reporting. And, W-2s and end of the year payroll are looming. Tracey (with Jim’s help) will sequence the reports list by priority and consider workarounds for those that we are unable to generate. Josh suggested that we determine if these reports are driving decision making or are these simply FYI type reports that can be deferred until later. Jim and Tracy will try to do an initial sort before MARC meeting on Friday and then confirm with that group that they have not missed anything.
* GoArmy and myCAA – Tracey reported that these are military portals used as reporting tools for us and it is the military’s myGate for benefits (myCAA is for spouses). It requires that the entire schedule and catalog and grades be submitted each semester. The Department of Defense requires the participants to go through these portals. In the past, this has been done manually. They would like to have this process automated for registration in April. They will also be adding army reserve and military dependents to GoArmy.
* FYI – We have heard back from Sungard and are still targeting November 18th as the day to work with them on a more thorough examination (approximately 16 hours) to review behavior issues in PROD and TEST. TEST may be down intermittently during this time. Otherwise, this should not affect anyone.
* Gatehouse is booked November 19th (afternoon) through mid-December. Jackie said they can share work space as long as no-one needs the space for presentation or training.
* ITAC – Core Presentation – Linda Miller can do an overview and list of accomplishments (GoGlobal, PDF Directory, Registration, etc.), and talk about XTender. Jackie will report on W-2s. Linda Miller will work on a training schedule and remind faculty to keep their eye on the Teaching/Advising tab. She will also report concerning late fees ($10/employee) for failure to submit time sheets on time – at this time, the plan is that these charges will be retroactive. Teri Ray will report on People Admin.
* XTender – Dave Blackburn reported that Sungard has made pretty clear that XTender implementation is not as open to interpretation as we thought. They recommend it be implemented by area, which may drag it out over years. There will be a kick-off meeting the week of January 11th which involved everyone that might be interested (campus wide) to a presentation. (Dave is looking for guidance as to if this should be open to all of campus.) The second part of that week is for needs analysis. Normally one area goes through this at a time for usually a one or two hour block. Three to four weeks later Sungard will report back to campus what we need. Then they install XTender on the servers and do a week of training with the first area(s) that will be implementing XTender. This is the only training we will receive from Sungard. Dave suggested that we would also select one or two to train that will be responsible for future installations. Core team members discussed this and decided that it would be best to be inclusive while at the same time be very clear as to the implementation time line so that campus needs can be considered when developing priority of implementation. We need to identify one or two trainers to also attend the first implementation that will be responsible for training the future areas to be implemented. Would Mark Belva and Steve Rowhuff be the support personnel?

**On-Going Issues:**

* Employee Address Changes – Cognos report would resolve the issue but it is not Cognosable. Brantly said we can pull a SQL report but it may result in duplicates (to include all three address types). This is needed by early December for changes since August.
* Transcripts – Per Tracy, “we are real close.” The one thing we are still waiting on is the term decision. Tracy says they want it to show just like the terms at MSU. This is needed ASAP – prior to grades coming out. Brantly told Tracy to contact Shawn Cooper and let him know what they want and he should be able to do it.
* Touchnet / Market place / Bill + Payment Update – Anita reported that they will start Touchnet today at 1:00 p.m. in the Gatehouse and plan to be live on November 20th. – FYI – Graduation fee payments will not be available until we go to Banner 8. We might could do these through Market Place until we migrate to Banner 8. Marketplace implementation will begin in January with the housing application as primary and will be up in February.
* Going Global in Production Now – This is a product purchased by Career Services which allows students and staff to look for other positions. It is up and running now.
* CICS Windows and Crossplex – Just a reminder that these two contracts have not been renewed and these products will be going away at the end of December.

**Open Discussion:**

* Remember to get CTLT times and topics for training sessions.
* Spring Schedule 2010 – There was a Spring Schedule 2010 printed by the MSU News. The information contained in this schedule is WRONG and many departments are upset. Questions raised included: 1) What is the source of the data?, 2) Who provided it to the newspaper?, and 3) Do we, as a group (CORE) want to actively alert and advise those involved as to the issues this presents? After much discussion it was decided that yes, we do want to alert and advise those involved concerning the issues this presents. Also, Tracy, Anita and Sheila Haley will work together to have scheduling information (not a schedule of classes) printed as a pull-out in the newspaper prior to preregistration in April. Josh said he is more than willing to work with Linda Miller to educate SGA and MSU News regarding the implications of such a publication. Jim McCoy will chat with Sheila Haley informally to see what she knows, if anything, regarding who provided the information to the newspaper.

Meeting adjourned at 11:12 a.m.