**ERP CORE TEAM**

**Date: December 6, 2010 @ 8:30 a.m.**

**Location: Curris Center Stables**

**Submitted by: Carla Thomas**

**Members Present:**

**Linda Miller**

**Brantly Travis Anita Poynor**

**Fred Dietz Bob Pervine**

**Carla Thomas Linda Myhill**

**Tom Hoffacker David Blackburn**

**Jackie Dudley Lori Mitchum**

**Members Absent:**

**Josh Jacobs Tina Collins**

**Guests:**

**None**

**New Issues**

* **Scheduling Student Employment EPAFs** – Someone has been scheduled for Feb 21st and March 7th. Tom H will coordinate a group to create questions and call references this week.
* **Workflow** – Needs to be developed as a part of EPAF. Schedule following EPAF, approximately the first of April. Submit a list of those that would like to attend the LGM. Workflow for Student EPAF.
* **Leave Reporting** – When do we want to start emails, what should it look like in the channel? CORE agreed email would be sent to individual and supervisor – LGM will send draft email to CORE members.
* **Procedures/Forms Central (LGM)** – Meet next Monday, December 13th at 8:30 to discuss leave reporting and Procedures/Forms Central. David Jeffress and Cassidy Palmer will attend.
* **Net Price Calculator (Lori)** – Must be in place by November 2011. Subcommittee to review: Lori (Chair), Bob P., BDT, and Fred D to review and report back recommendation of what level to purchase from KHEAA. Will meet in February.
* **Maintenance and ODS Outages (BDT)** – Patches to TEST cannot be done today. Two options: 1) Blast through all tomorrow; or 2) Break into two rounds. Don’t want to wait too late due to W2’s printing. CORE recommendation to do full blast install to PROD of all updates on Jan 2nd. Install all to TEST tomorrow or Wednesday, do a new clone first. Per Dave McKenna, don’t think they can do a clone first – not right now anyway. Could roll back to Nov. 23rd or 24th.
* **Kronos (BDT)** – Working on getting conversion process in place with Dining Services now; then to Facilities Management, followed by Public Safety. This is being done to automate the conversion process. Hope to be done by the end of this week.
* **BDMS** – See email from Mark Belva below – Call Belva with concerns regarding exact schedule.
* **Alternatives to SS# in Development (Linda Myhill)** – Only useful alternative would be DOB in conjunction with name. Can search off of last four of SSN.
* **Loss of Permissions Since Banner Upgrade (Fred)** – Carmen Garland lost some advising screens permissions; who to refer to? Answer: Tracy Roberts
* **Allowing Access to Admission Screens for Dept Chairs/Secretaries (Fred)** – Who is responsible for allowing access? Answer: Stacey Bell to approve and Tracy to build the security role.
* **Event Planning/Appt Software with Banner (Fred)** – FYI: Recruitment is looking at Even Planning/Appt software to sit on their site. Wants someone in IT to look at this as they explore. Answer: BDT would be the IT contact; also recommend looking over the New Systems Request form for additional questions.

**CORE Business**

* **Can us People Finder to find active employees/students (BDT)**
* **Testing/Upgrade Post Mortem – How can we do this better next time? (LGM)** – Had a few things that were pretty disappointing things that did not get tested. “You can’t assume anything” when testing. Should document a test plan; this is something our auditors are looking at. How can we do this better next time? (1) Areas that work together test together because one area changes something that affects testing already completed in another. (2) Identifying new screens and how they interact with Banner.
* **CORE Meetings Frequency (LGM)** – Meet next week; consider going back to every-other-week? Due to upcoming items, CORE members were in agreement to going back to the bi-wkly meeting schedule – except in January.
* **Calendar Update** – CORE calendar not functional yet.
* **CORE Meetings Attendance** – Reminder about CORE meetings, if you can’t make a meeting be sure to give LGM 2-3 days notice so if we need to reschedule, we can.
* **Update on Cognos Report Writer Position (BDT)** – Will reopen search in January. Do we want to revise requirements of position advertisement? BDT will send the advertisement to CORE members for review. It was recommended that the position be advertised in TN online, SUCUBO, EduCause, and CORE Member list serves.

Meeting adjourned at 11:15 a.m.

**Supporting Information:**

**Email from Mark Belva. Proposed BDMS Upgrade.**

Jan 11 – Server side software upgraded, BDMS down all day

Jan 12 – Half of Scan Stations upgraded by two teams and allowed on to the BDMS

Jan 13 – Remainder of Scan Stations upgraded by two teams and allowed on to the BDMS

Also, on Jan 12 and 13 we will be upgrading the web client plug-ins for those users who index only via the web client. The upgrade will have no impact on Banner availability. We will need Mark Ballard to run a few scripts on Jan 11 during the Server Side upgrade.