Core Team Meeting

02/15/10

Present: Linda Miller, Linda Myhill, Lori Mitchum, Anita Poynor, David Blackburn, Josh Jacobs, Jackie Dudley, Lesa Harris, Tom Hoffacker, Carla Thomas

Absent: Tracy Roberts, Jim McCoy, Brantly Travis

**I. New Items**

Consultant for Direct Lending: Lori Mitchum reported they have met a few times regarding direct lending. The group has decided to move forward for 10-11 implementation. Implementation must be completed by June when certification of loans must be completed. (See attached Direct Lending Timeline provided by Anita Poynor). A Sungard consultant will be needed to assist with implementation. Greg Ross is tentatively scheduled for the week of March 15th. It is imperative that we get the information out to students that Master Promissory Notes and Entrance Interviews must be redone/signed to be eligible to receive loans for 10-11 academic year. Core agreed that we will move forward with confirming Greg Ross for consulting the week of March 15th.

Run Cognos Reports Directly to PROD: Cognos reports may be run directly in PROD. For ad-hoc reports you may also create and make changes in PROD. You must make a formal request to have it promoted the first time.

E-Mail Accounts: Tracy is generating a list to enable us to delete accounts that have not been accessed for the last year.

Dates for ID Management: We have an opportunity to use some grant funds (approximately $40,000) to hire consultants. This was originally scheduled for April. Due to Banner 8, they were asked to push back to June. Jackie said June, July, and August would not be doable for her area – she simply doesn’t have the resources available to dedicate for four days of meetings at that time of the year. Linda Miller felt that Jackie’s area would not be impacted but would check the list of areas to be impacted. She is guessing that Admissions, Registrars and Human Resources would be those most impacted. It was pointed out that during summer months we have summer school, summer orientations, fiscal year end, and the upcoming fall semester all to be considered. Linda Miller agreed to try to find out who the major players are and what the time commitment will be and get back to everyone.

Downtime Needed: Core agreed that a 24 hour down time during Spring Break for network maintenance would be doable. The group suggested either Thursday or Friday or that week as the better day(s).

RacerTouch: RacerTouch is no longer needed.

Email Migration Dates: There is a proposal that we move to Google Mail with a target date of May 14th and 15th for migration to the new system. No mail will be lost, just possibly delayed. It was pointed out that May 14th is a pay day and this would pose a problem. May 21st is scheduled as a Board of Regent’s meeting but Josh said migrating on the 21st shouldn’t be a problem. He will double-check. It was also pointed out that dates for summer orientation should be checked/considered.

New System Authorization Form: The new System Authorization form should be ready soon; possibly by ITAC this afternoon. Linda Miller will share the form as soon as it has been finalized.

**II. OnGoing Issues**

Xtender Implementation: David Blackburn reported that Xtender was successfully installed on both TEST and PROD servers last week. Training begins tomorrow. He said if individuals identified to attend cannot go to training that you can send someone else but they will not be able to participate due to not having been set up with the appropriate security accesses. He also shared that the consultant recommends three things be printed off and brought to training: 1) Indexing Batches in Web Access, 2) Batch Scanning Using Image Capture, and 3) EMC Quick Reference Guide. The first two will be used for Tuesday and Wednesday training. Thursday’s training is more for the administrator for your area. Per David, the consultant said there should be an opportunity for everyone attending to scan docs. Therefore, he recommends that six or so documents should be brought for that purpose. David also recommended that everyone look at the training agenda, a rather detailed listing. Training sessions are Tuesday-Thursday, 9:00-4:30. The login for test will be login credentials from January. It was suggested that machines should be checked to make sure the requirements are sufficient for Xtender. Xtender implementation schedule is not yet developed. Financial Aid to go first with implementation. They will test the first week of March and go live the week of March 15th. The remainder of the implementation schedule will be developed after training this week. There was some discussion as to scanner recommendation. David is not real happy with the consultant’s recommendation for the Kodak single side scanner. For a couple hundred more you can get double-sided scanning. David recommends that areas consider the following when selecting a scanner for purchase: 1) the scanner should be single pass duplex; must have an ISIS driver; the number of scans per day is important; do not purchase a u-shape paper path – get a straight-path feeder; consider paper size; and whether it has the VRS system. David also recommends that areas purchase the three-year extended warranty with scanners. He will check with local businesses regarding maintenance options. Procurement and Financial Aid have both purchased the Fujitsu scanner at a cost of $4,050. This is a high-end scanner and is good; however it lacks some of the paper size options that other scanners offer.

Mainframe Retirement – Data Conversion: Linda Miller shared that Brantly has a data tape log and will be meeting with individual areas regarding what their needs are.

Power User Training: The survey that was developed is rather long. Linda Miller suggested that we have two luncheons (one for academic mentors and one for administrative mentors) to discuss training issues and what is needed. She will get back to Core with potential luncheon dates.

Cognos Report Consultant Update: Linda Miller reported that RFPs had been issues, interviews conducted, and the top two candidates contacted regarding employment. Unfortunately, both applicants had been “snapped up” for our identified time period. In the mean time, we are making progress on these reports. Linda recommended that is we can satisfy our immediate reporting needs that we extend our contract dates and try to get one of our top two choices. Linda has written the new Registrar to see if she had any recommendations for a consultant. This would require an additional RFP. Core members were in agreement that we should move forward with contracting with one of the top two candidates identified from the initial RFP responses and to get them secured ASAP.

Update – Required Reports for Enrollment Management: Per Lesa Harris, Charlotte has the required reports ready.

WWW Site Revamp Update: Linda Myhill reported on the www site revamp. She said that if an area is interested in training they can contact Mindy Wagner; however, Tony’s area is contacting small groups for training. There is still concern regarding what is to be transitioned from the old site to the new site and who will be responsible for that transition. Who is to determine what goes on the new www site and what will not be housed on Racer Net? It was agreed that this is not really a Core Team issue. It was shared that ITAC has also discussed this issue and it was suggested that perhaps ITAC could make a recommendation or at least express concerns. It was agreed the issue of moving from current www site is definitely going to require additional conversation.

**III. Open Discussion**

* Linda Miller will be sending to Core members some changes to myGate site revamps for a fresher look and new features.
* Banner 8 is in TEST and up in training until approximately May when they will do a sneak preview for a two-week period before taking it live. Linda Miller will send out a calendar with all the pertinent dates and information. Jackie said the need to know about cloning plans.
* Anita Poynor reported that the Bookstore and Bursar’s Office are implementing a book rental program for Fall 2010 as well as enabling students to charge rental and book purchases to their account and include those as a part of the payment plan.
* Anita Poynor shared that due to changes in charging tuition per credit hour, this may change the processes/time lines for disbursement of loans and loan refunds. This will be a major communication issue – getting notice out to students.
* Lesa Harris reported that her area is sending letters out every day and the process of receiving new student emails is till posing problems with this. Discussion followed. It was suggested that a schedule be entered with AppWorx to run the extract automatically each day at 2:00 p.m. Lesa will check with Tracy regarding this possibility.

Meeting adjourned 10:37 a.m.

Attachment A

Direct Lending Timeline

(Provided by Anita Poynor)

Murray State University

Direct Lending Timeline

In the budget sent to Congress last week, President Obama included the elimination of the FFEL loan program and to require all school be direct lending (DL). In addition, the Perkins program will remain intact. Both changes if approved will be effective for the 10-11 academic year. President Dunn has also directed Lori Mitchum and Dr. Robertson to take steps to ensure that the university will be ready for DL for the 10-11 academic year if the President’s budget passes. In order to accomplish DL, the university must start now. The following is a projected timeline:

February 2010

1. Complete all outstanding documents with the DOE and COD to allow MSU beginning awarding Direct Loans (DL) for fall 2010 – Security Administrator with COD must be completed
2. Schedule a Banner consultant for a minimum or weeks of on-site training (Greg Ross – SFA consultant has the weeks of March 8th, 22nd and 29th available as of last week:
   1. Implementation setup
   2. Follow up to resolve issue
3. Job description and area of responsible must review and any additional funding required for DL for need to be completed mid-March

March 2010

1. SAP Training the week of March 8th
2. The week of March 15th is the only other week available for DL consultant
3. Spring break the week of March 22nd
4. DL setup consultant the week of March 29th – if we are able to use Greg Ross
5. Communication plan must be in place by April 3rd

April 2010

1. 10-11 setup must be completed by April 3rd to allow the awarding process to begin for 10-11
   1. Budgets will be based on 09-10 rates and changed once rates are approved for 10-11 or
   2. Build budgets based on estimated rates for 10-11
2. Testing of setup for DL must be complete the week of April 3rd and test files must be sent to COD
3. myGate links for DL must be added to the Money Tab
4. SFA and Bursar web sites will need to be changed to provide DL information
5. All current and future students must be notified that the university is moving to DL and they are required to complete a new DL promissory note (PN) and Entrance Interview to be eligible to receive loans for the 10-11 academic year
6. Summit is the week of April 11

May and June 2010

1. DL policy and procedures need to be completed
2. Backup reports for weekly GAP drawdown must be designed
3. Reconciliation procedures must be completed
4. Continue to monitor PN and Entrance interview to ensure that students are completing – this will require processing of COD files for loan originations and COD response files
5. 2nd consultant visit will be in late June or July

July 2010

1. Memo aid for DL must be tested prior to fall billing
2. Fall 2010 bills will be sent

August 2010

1. Fall 2010 disbursement process will run on August 8th
2. COD disbursement files will begin
3. Weekly GAP drawdown
4. Monthly reconciliation must be completed.