**ERP CORE TEAM**

**Date: February 20, 2012 @ 8:30 a.m.**

**Location: Stables Patio**

**Submitted by: Carla Thomas**

**Members Present:**

**Linda Miller**

**Brantly Travis Carla Thomas**

**Fred Dietz Bob Pervine**

**Anita Poynor Tracy Roberts**

**David Blackburn**

**Members Absent:**

**Josh Jacobs Jackie Dudley**

**Linda Myhill Lori Mitchum**

**Tom Hoffacker**

**Guests:**

**None**

**General Discussion:**

* **Proposed Implementation Team for Time Keeping System** – Stephanie Jennings, Payroll as Team Lead; Sherry Lamb, Admin Computing; Brantly Travis, Admin Computing; Denise Windsor, Dining Services; Lisa Dick, Human Resources; Donna Jackson, Public Safety; Becky Key, Facilities Management; Dave McKenna, Systems Admin; LaMarr Baucom, Network Services; Mark Belva, Security and Administrative Pieces. LGM asked for formal approval of this listing. Approval obtained.
* **Time Keeping System Update (JKD)** – Jackie was called away and unable to attend today’s meeting. Per LGM they have had a pre-meeting and will have another meeting as soon as contract is signed. Policies and rules for governing the system must be established. Tentative implementation by July is the current thinking.
* **Blackboard Course for BRM and DegreeWorks (LGM)** – Still in development stages. Linda would welcome input for other ways to use Blackboard or other courses to develop. She will open the course to CORE members and will also add blackout dates to the BB course.
* **TouchNet Upgrade Update (Anita/LGM)** – Anita shared that they had the kick-off call last week. They are very pleased with what they have seen so far and have four calls scheduled this week to discuss each of the modules and the changes to them. Will begin heavy testing next week. They still have a small issue with encrypted passwords. They are looking at Go Live the week of March 26th.
* **Bookstore Update (BDT)** – Conference call with Dave B., Anita P., and Karol and Don from the bookstore. Follet is not a TouchNet partner yet, but have given a somewhat blind promise that they will be if MSU goes with them. They also need an audit completed which would take 3-6 weeks. Follet was informed by Don in the Bookstore that MSU would be sending out an RFP requiring that the system for electronic book sales would have to be TouchNet compliant. There has been no response from Follett as of yet. Missouri Books is the only currently TouchNet compliant vendor. Therefore, per Dave B., an RFP may not be required. Could go back to dial-up to process (per Anita) if we need to extend timeline. It would be a Bookstore decision. BDT will check with Bookstore re extending six weeks.
* **Banner Data Standards / Procedures for Handling Banner Records of the Deceased (DB)** – Deferred due to no HR/SFA representation at today’s meeting.
* **Permanent Retention of Address Change Forms (TR)** – Deferred due to no HR/SFA representation at today’s meeting.
* **Cell Phone #s for Emergency Contact (FD)** – At the Campus Safety Committee meeting yesterday it was recommended from Emergency Management and Public Safety that we need a process that will require students to list their cell numbers for emergency contact purposes. Could this be done during the registration process? This is a real push from Public Safety. Per Anita, if we are using automated system we must have written permission in order to use the cell phone number. It is a doable thing (per LBM), just a matter of how it falls in the list of priorities. Per Tracy, we are out of compliance by not having emergency contact information on students. The Registrar’s Office would like to have something in place for November registration. Anita said Western Kentucky University is willing to share their scripts with us. Information Systems will discuss in house and report back.
* **Change in eMail Addresses** – (See Sheri’s note below.) We can update all email types to new format via script. Is CORE okay with that? Discussion followed. CORE approved for individual’s email addresses. It was noted that there are some potential problems with automatically changing department email addresses.

**Lingering Items. . . . .**

* **Oracle Update** – Seems to have gone well. AppWorx is coming on today to do their upgrades.
* **Survey Frenzy** – With Assessment and SACS, CTLT is being hit really hard with requests for surveys. The other down side is there are a multitude of surveys out there to be completed. This could become an issue not only for CTLT to create and distribute, but also result in diminished return rates of surveys.
* **Cleaning up Tables to Make Room for New Instances** – BDT shared that no additional instances can be done until tables are cleaned up. Student Financial Aid is the biggest culprit. Admin Computing is making cleaning up these tables a priority. They plan to delete from current location and back-up elsewhere. This cannot be done until after TouchNet the week of March 26th.
* **MapWorks** – There has been a price increase since the initial approval. MapWorks is in the contract phase. We have approved the price increase. John Rall has the agreement for review (per Dave B.).
* **Monarch Update** – Per Anita, Wendy has worked on setting up models and has been testing out a problem they were having with machines crashing. She thinks she has found the problem (to do with drivers). All in all, it is going well. Set-up is complete and training is taking place.
* **KBUG – How Was It?** – Tracy felt that it was, surprisingly so, very good. They had approximately 150 in attendance. There was no one from Accounts Receivable or Admissions there. Very helpful to have a good IT representation there. They are looking for a host school for next year. No representation from Sunguard was there.
* **Address Cleanup Software (TR)** – Wednesday, February 29th at the Gatehouse – presentations from two vendors 9-10 am and 10:15-11:15 am. Everyone can send questions to Tracy. She will distribute documentation on the two vendors ASAP.

**Open Discussion:**

* **Bob Pervine** – He has a request that student photos would be available through Banner. It is a possibility. Where is it on the priority list, again, is the question. CORE was in agreement this would be a good thing but many other things would take priority. IT would have to determine exactly what area would do it and what other things they have that would take priority.
* **Bob Pervine** – Also received comments that official university communications are being posted to Facebook before RacerNet or the MSU website.
* **Bob Pervine** – Share that he was unable to make a change to his vehicle registration through myGate.
* **Anita Poynor** – Shared that she put on her budget priorities funding for mobile app for international payments. Can add a second at no additional cost (except for additional maintenance) and is leaning toward CBoard. She will contact Beverly once the time line is set and will let BDT know.

**Background Info from Sheri**

Following up on our phone conversation…what I would like to propose to core is that we be allowed to write a script to update all of the email types to the new email format. It would mean changing the other email types to match the MSU type.

David J. says – If we look at any old format that address that also has a corresponding gobtpac record, there are 1168 left. We should be able to update these by script. They’re mostly VND/VRM/SFA account types.

Meeting adjourned 10:26 a.m.