**ERP CORE TEAM**

**Date: May 3, 2010 @ 8:30 a.m.**

**Location: Curris Center Stables**

**Submitted by: Carla Thomas**

**Members Present:**

**Linda Miller**

**Jackie Dudley Lori Mitchum**

**Carla Thomas Linda Myhill**

**Tom Hoffacker Bob Pervine**

**Josh Jacobs Lesa Harris**

**Members Absent:**

**Brantly Travis Anita Poynor**

**David Blackburn Tracy Roberts**

**Guests:**

**None**

**New Items**

* **Guest Luminis Accounts** – David is exploring our ability to provide accounts on Luminis – not Banner. If we are successful, are we OK with granting this level of access? This would be very helpful to our design and content efforts to get ideas at a deeper level of useful content. This type of access would give viewer rights to items on the “Home” tab (those items that are not locked down). CORE approved the granting of Luminis guest accounts.
* **Guest Wireless Access** – We have presented a proposal to Tom D. regarding granting wireless guest access in similar way other public places (i.e. Backyard Burgers, Fidalgo Bay, etc.) currently provide. This would provide very limited access for a limited time period.
* **Email Forwarded from Lesa/Anita (see background below) –** 
  + Online Housing Applications for Residential Colleges and College Courts – (1) Lesa said if David Wilson/Ken Ashlock would send their Excel doc she can pull over to Access and provide email accounts. Lesa will contact Housing regarding this. (2) International Students – Lesa said she should be able to pull this info if it is flagged properly in Banner. (3) Not-In-School – Lesa said she should be able to generate a report of students that had applied but are not attending.
* **Richard Fritz’s Request for Banner 8 Web Access (see background below)** – Just an FYI at this point. LGM has contacted SunGard.

**Ongoing Issues**

* **Cognos Reports Status –** Chandra believes the report is complete; Tracy has not been in to verify the report is complete and accurate.
* **Direct Lending Update (Lori)** – They were about two weeks late in sending emails because Department of Ed did not have MSU listed. Emails have gone out and summer school awards have begun. Meeting with Jackie’s area this week to finalize who is doing what. Things are going well. Checks should go out approximately May 9th or 10th.
* **Mainframe Shutdown (BDT)** – BDT out today. Discussion tabled until later date.
* **Downtime This Summer –** Will likely be June 13th (Sunday). CORE felt we may be able to start as early as noon on Saturday, June 12th if publicized early enough.
* **Directory Names** – People Finder format has been updated to search on preferred first name, and put given first name in parenthesis. Listing of EE’s by department has been generated.
* **Getting New Hires Banner Identity/Email Account Prior to Beginning of Contract (Tom H) –** Tom is pulling a team together to make sure this is as streamlined as possible.
* **FinAid Upgrade, BDMS Use (Lori) –** They will be testing today and have patches to apply. BDMS is going well.
* **Student Email Accounts** – Are we harming ourselves as a university by requiring incoming students to use their MSU email account? Lesa will ask KPAD (coming end of this month) what email account they use. CORE was in agreement that we have to determine the students’ preferred mode of communication. Lesa said their office could collect this information. CORE was in agreement that if we request the information we have to be prepared to communicate in that mode. Does MSU have the ability to forward MSU email accounts to their preferred account? There may be some FERPA issues with that.
* **On-Line Application –** Therewas discussion of the possibility of going totally to on-line application.
* **Direct Lending Emails –** Lori shared that direct lending emails are landing in students junk email.
* **Banner 8 Updates –** Probably six weeks before we go live in November. Test will move over to Banner 8.

Meeting adjourned at 9:55 a.m.

**Background Notes:**

**(From email forwarded from Lesa)**

I just wanted to touch base with you regarding a couple of Banner questions related to the department of housing.

1. A few months ago we were approached by Anita Poynor about creating on-line housing applications for both the residential colleges and College Courts. Discussions were tabled to a later date (which hasn’t been set as of yet); however, I just wanted to bring this topic to your attention so that the Core Team can be thinking about how it might impact Banner. Currently our applications can be accessed on-line but they cannot be submitted electronically.
2. Currently we are in the process of allowing our current residents to reserve their space for next fall. We notify our residents of their specific room assignment and roommate contact information via mail during the third week in July. Would it be possible for us to post a student’s housing assignment and/or roommate information on the MYGATE account? We would really benefit from having this capability if it can be worked out.

I spoke with Lesa last week about a few reports that we would like created as well.

1. **Email addresses of our on-campus students** – We already have a report in COGNOS called HOU0002A CAMPUS ALPHA LISTING OF RESIDENTS V02 which has our residents’ name and housing assignment. We would simply like to add a column that contains their Murray State email address.
2. **International Students and their home country** – We would like to have a report that contains the active housing assignment of our international students and also identified their home country of origin.
3. **Not-In-School** – We would like to have a report that helps us work with the Bursar’s Office in identifying those students who are living on-campus, but who are not-in-school or whose schedules have been purged at some point throughout the semester.

**Richard Fritz’s Paraphrased Request:**

Need ability for students to go onto system from anywhere and sign up for meal plan, view, and make changes to their account. Seabord Software will talk to Banner (they only have to buy Netcard manager). On mainframe students could sign up for meal plan and we could have a file transfer. Now mostly manual. Example – this year students in the system who were not students and were spending money. Not realistic for staff to do manual review of the system. Once this is set up it can be used for housing and other applications.