**ERP CORE IMPLEMENTATION TEAM**

**Date: September 28, 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**

**Members Absent:**

**David Blackburn Linda Myhill**

**Anita Poynor**

**Guests:**

**Cassidy Palmer**

**Support Web Pages:** Cassidy Palmer from CTLT joined the team to discuss support web pages. Following a presentation of the different places links to the myGate support pages are located, the core team members agreed that we should do away with the “Help” tab as it currently exists and rename the “Support” tab as “Help”. SunGard information that is located under the current “Help” tab would be linked to the new “Help” tab as applicable. It was also discussed that it would be beneficial to add a navigation bar at the top of myGate Support window.

CTLT has analytics on the myGate General Information link/page and can check its usage. They could do links to redirect for those areas being used. We could repurpose this URL (<http://campus.murraystate.edu/mygate/>) if so desired. Cassidy will review the analytics and suggest possibility to Core regarding how to repurpose this link.

**Training:** CTLT can assist in training by scheduling a training classroom, posing your training on the training and seminars site at <http://campus.murraystate.edu/training.htm>, by posting as a RacerNet announcement, and by posting to myGate support site and materials. CTLT can also assist in creating materials or tutorial videos/screen shots for training. However, these take a little longer and will require more advance notice. Cassidy shared a handout outlining these services and will also email this document to Linda Miller for distribution to Core team members.

**Web-Grading Problems:** Friday’s web-grading training was discussed. The following problems with the web-grading system were shared:

* Faculty cannot view grades once they are submitted. This has been an open issue with SunGard since 2006 and has not been corrected in Banner 8.
* Faculty cannot view an advisees mid-term grades.
* There is great interest in customized channels for advising, etc.

Tracy also shared that she has web-grading FAQ’s and written instructions available.

**How to Communicate Email Policy:** Team members discussed how best to communicate the new policy that murraystate.edu email addresses are now considered an official means of university communication. It was felt that this should be a paper announcement.

**Communication Patterns:** Linda Miller led a discussion pertaining to all the avenues we can take to get information out to people. It was determined that these include emails, Roundabout, RacerNet, MSU Newspaper, myGate targeted announcements, college faculty lists and chair distribution lists for the academic side; account managers or secretaries listservs, all exempt and all hourly lists, ITAC, and digital signage. There was discussion regarding the concern of over-coverage. As the university communications person, Josh Jacobs will consider these options and come back to Core with suggestions/possibilities.

**Core Meeting Conflicts:** The need to develop an attendance policy for Core Team members was discussed. Linda Miller will put together a statement for Core to review.

**Identity Management:** Linda Miller shared that this is a huge deal and something we must do. Information Systems will be meeting with our Identity Management consultant in the next few weeks. The consultant should be on campus sometime in February.

**Test Plan – Calendar for Banner 8 Installs:** Team members feel that one thing that might help dialogue would be going to each functional area and asking them to identify the top five things (forms, functions, data, etc.) that are critical for them to have. These should be broken down as to if they are done on a daily, weekly, monthly, semesterly, fiscal year, etc.

**Recognition Breakfast:** Jim McCoy has a list of seven MART (myGate Academic Resource Team) members which should potentially be added to the list of participants. Linda has received a couple of other responses of individuals which should be added to or removed from the initial list. She asked that all team members email her to let her know that they have no changes to suggest.

**New System Requests:** Linda Miller reported the following new system requests have been received since our last meeting: MSU Ticket Office request for student data, POS for Food Services, and Going Global/People Admin (not new but requirements coming soon). A request from public Safety for new reporting capabilities was also added during the meeting. A request from the Scholarship Office for an app to load information into Banner nightly from the Scholarship Application Form was also discussed. Brantly shared that he needed approval from Core to move forward with the request, as other apps -- such as Blackboard, Single Sign On, and disbursement of student loan checks (bank statement reconciliation is needed so non-claimed funds can be returned to the federal government), rewriting the 1-2-3 process, phone book and duplicate PIDMS, would have to be pushed aside. The alternative is for the information from the scholarship application forms to be entered manually.

Core is in agreement that regulatory apps must always take precedence. The possibility of going back to SunGard and request them to create an SSB stand-alone app for the scholarship app was discussed. Josh Jacobs stated that he felt it was Core’s responsibility to ensure the ease of access for students to financial support. He would be hard pressed to say no to this request from Financial Aid. The cost for SunGard to write a stand-alone app for SSB was estimated at $10k. Brantly Travis estimated that it would take 2 weeks and three IS staff members to write an app within myGate. If this was done, it would likely not be the final solution. However, it was felt that it is unrealistic to think we can get SunGard to have a product ready to go on November 1st. Team members agreed that Brantly should move forward in providing this app for Financial Aid. Brantly will contact Christian to get started.

**Phone Book Matrix:** Core team discussed the issue of publishing M #s in the telephone directory. Tracy shared that advisors prefer looking M #s up by person. Linda Scott has a script from another school that has DARWIN that can do look-ups. Tracy is uncertain of the status of this solution. Core members are in agreement that there should be an app in myGate for faculty to do M # look-ups. Administrative offices, administrative assistants, and secretaries should also have these capabilities for typing personnel action forms, etc. M #s are not available to the world through the phone book. Further discussion of the phone book matrix was tabled until a later date.

**Duplicate PIDMs:** Shawn Cooper is going to give Tracy some tables that may help. Basically, Tracy has seen no improvements/advancement in the past week. They must do some testing and tweaking.

**Open Discussion:**

* It was noted that a final decision needs to be made regarding when Test will be down for 7-8 hours.
* Linda Miller has requested information from IS staff to put together schedule of upcoming down times. She hopes to have something available to Core within the next week.
* A draft statement providing interpretive guidance in submitting sick leave by faculty is being compiled with input from the Provost’s Office, Human Resources, Faculty Senate, and the President. Tom Hoffacker reported that they would get face to face leave report training out this week. It was suggested that this might be too early; some other dates suggested were the end of next week or wait until next month when all are required to submit leave reports. It was also shared with Core that the plan is to have individuals available in November for assistance in submitting leave as needed.
* Tracy will be out next Monday. Stacy will be out the following Monday.

Meeting adjourned at 11:42 a.m.