**ERP CORE TEAM**

**Date: March 12, 2012 @ 8:30 a.m.**

**Location: Stables Patio**

**Submitted by: Carla Thomas**

**Members Present:**

**Linda Miller**

 **Brantly Travis Linda Myhill**

**Fred Dietz Bob Pervine**

 **Carla Thomas Tom Hoffacker**

 **Jackie Dudley Anita Poynor**

 **Lori Mitchum Tracy Roberts**

 **David Blackburn**

**Members Absent:**

 **Josh Jacobs**

**Guests:**

**None**

**General Discussion:**

* **Congratulations to Tracy Roberts** – Tracy is officially our new Registrar.
* **Problems Getting Staffing Assigned for BRM Install** – No date set as of yet.
* **Address Clean-up Product (TR)** – There is a unanimous feeling that we do not want to go with Experian. The vendor they want offers free evaluations for 5900/year. There is a discount for a three year subscription; includes all implementation, set-up, batching and updates every two month. Runner has GeoData option that was very attractive. Runs on both INB and SSB side. Per BDT it may require a rewrite of some programs by Admin Computing (similar to Evision requirements). Tracy is the team lead on this project. Funding has been approved. CORE is in agreement for Tracy to move forward with Clean Address from Runner Technologies.
* **Time Keeping System Update (JKD)** – Vendor was here last week. They are moving along with implementing policies/procedures in software. Plan to test late May with implementation in late July and August. Need a new instance for use with this. Cleaning up logs is high priority on IT side, per BDT.
* **Course for BRM and DegreeWorks (LGM)** – BlackBoard course has been created. Can reset password through myGate.
* **TouchNet Upgrade Update (Anita)** – Getting ready to offer us a second instance. Testing coming along very well. Information blurb will come out in Round About this week and coming to RacerNet. Will be down midnight March 27 to midnight March 28th. Application for CBoard only allows them to use student ID for payment in the Cashier’s Office or the Copy Center for payments. Therefore, not felt to be beneficial at this time to proceed with this free add-on app. Looking at peer to peer as free option for international payments.
* **Bookstore Update (BDT)** – Talked with Donald Thursday, who talked with VP of Follett, who guaranteed they will be ToucnHet ready by fall. Follett requests we issue an RFP with wording that the vendor must be TouchNet ready by implementation rather than currently TouchNet compliant. David Blackburn said he will not issue an RFP with such wording without approval/understanding from both Tom Denton and Don Robertson that by doing so we may purchase software that we may not be able to use. Recommendation of CORE that we not enter into any agreement with any vendor that is not TouchNet compliant by the implementation date of July 1st with no payment and cancellation of award if do not meet TouchNet requirement.
* **P20’s at the Gatehouse (LGM)** – Any problems or no use lately? Garrett has not heard of any problems. We can replace the old computers in the Gatehouse with P20’s (that will be upgraded to Windows 7) this summer. CORE agreed to move forward with replacement this summer. LGM asked CORE members to let everyone know that they should call the Help Desk to report any problems.
* **FYI (LGM)** – We will be changing over to Windows7 this summer in all lab environments. Would like to move to P20’s in all stations.
* **Requests to Prioritize** –
	+ **Student Pictures** – It has been recommended that pictures be attached to course roll forms. There is a Blackboard capability to extract from CBoard, however it is a complex system. Can also be done through Banner. Many uses for picture IDs across campus (Bursar, Public Safety, etc). CORE agreed this would be a really good thing but there are many other requests in line first.
	+ **Academic Standing** – Request for faculty and student to be able to see their academic standing and some other key pieces not available through luminis. Registrar’s office would like to see a static page that contains (on this custom channel) this and other information (residential college, etc). Admin Computing currently working on something for Housing that might work for students as an interim step. Declining Balance information would also be helpful.
* **Anyone Have Difficulty Getting on BB Course?**  – None reported.
* **Banner Data Standards –** **Procedures for Handling Banner Records of the Deceased (DB)** – May need to refer to Data Standards Committee. Review document on BB. Need input from Registrar and HR. Deferred discussion to next time we meet.
* **Permanent Retention of Address Change Forms (TR)** – As of last June, Kentucky Dept of Library and Records now requires that we keep address change forms forever. Tracy’s office is set up to store the paper (returned envelopes, etc.). They have removed paper form and are trying to push everyone to make changes digitally via myGate. Send mail returns, etc. to Tracy’s office. Some other items required to keep paper copy forever include substitution forms and grade change forms. These could be fixed by workflows (do these digitally). Question: 1) Can we get an exemption for using BDMS in lieu of keeping paper copies? 2) Does this apply only to academic records vs. general mailings, etc. Tracy will follow-p with these questions.
* **Cell Phone #s for Emergency Contact (Fred)** –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? Discussion followed. It was decided that this could be included as a priority item for Nov/Spring registration. A statement as to how the university will use this cell number must be included.
* **Identifying Project Team for BRM (LGM)** – No action taken at this meeting.