

**ERP CORE IMPLEMENTATION TEAM**

**Date: April 18, 2008**

**Location: Sparks Hall 3rd Floor Conference Room**

**Submitted by: Tina Flener**

**Members Present:**

**Jackie Dudley  
Tracy Roberts  
Phyllis Baurer  
Joyce Gordon**

**Josh Jacobs  
Linda Miller  
Linda Myhill  
Anita Poynor**

**Members Absent:**

**Visitor**

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Jackie opened the meeting by stating we have an open agenda.

**Confidentiality Agreement – Linda Miller**

Refer to your handout.

Linda stated that she has worked with Teresa Groves, HIPA officer on this Confidentiality Agreement. Tracy forwarded the Confidentiality Agreement to Kathy Kerr, FERPA Officer. Linda stated things that are not covered in the document itself are just the standards. I believe that this agreement is something we may consider using for the whole campus.

**1. Consider use of document campus wide.**

For people that are involved in Banner but also our regular employees all of whom may be exposed at one time or another to confidential information it seems that it would be easier to include this into our regular procedures and or include it into our new employee orientation.

**2. How to distribute and how employees are informed.**

Including initially in our Round about Murray is a good idea but we will probably need to go beyond that if we are considering this as an official document that all employees are required to sign.

**3. And is there some other body that the Confidentiality Agreement needs to go before to be approved previous to campus wide distribution.**

Linda requested comments on the proposed Confidentiality Agreement. The objective was to have the agreement fill 2 roles.

**1. To provide coverage so that the institution is not held liable if someone makes a mistake and gives out confidential information.**

**2. To use the Confidentiality Agreement as an Educational Process.**

Linda Myhill stated that in her area they have already made the decision to utilize the Confidentiality Agreement. Everyone in institutional advancement has discussed the agreement and is willing to sign. Linda Miller asked the Core team is there elements or exceptions to the agreement that are not included that we should include or recognize upfront? Jackie mentioned there may be some that need to be covered. Joyce stated that she believes that it needs to be a departmental head responsibility. She also stated that it had been discussed that the agreement would be managed electronically. Initially the departmental head needs to be accountable for the tracking of the Confidentiality Agreement. Linda asked do you think the substance of the document is such that it could be available online. Jackie mentioned that the management of the Confidentiality Agreement be the responsibility of the Security team. Anita believes that every

employee should have to sign. For reasons being as follows: your in a hurry and get up from your computer and don't save or hit enter and confidential information is on the screen and a custodian comes in to take out your garbage and the custodian sees confidential information that you have left open on your computer screen. That is a prime example as to why everyone should be required to sign the Confidentiality Agreement. Jackie stated that the problem is the departmental management turnover rate. The forms go by the way side the terminated or resigned employee possibly shreds the forms or takes the form with them etc. This may be the number 1 reason to have the Confidentiality Agreement be available electronically it puts the form in a centralized location.

Linda requested that the Core Team come to an agreement. Jackie stated we need to settle on the document and inform or take the Confidentiality Agreement to the Steering Committee for approval to make the form official. Then the form can be distributed and utilized campus wide. Jackie suggested that the Confidentiality Agreement be managed by the Security Team at this time. The agreement is going to have to be managed by someone at this time. There are too many security points at this time for it not to be managed. Linda stated that the agreement being managed by the Security Team would give the University the minimal amount of coverage for Banner at this time. The current Confidentiality Agreement will be acceptable at this time but will be revised. Phyllis voted to take the Confidentiality Agreement forward to the Steering Committee. Linda Myhill seconded the motion. After much discussion Jackie stated we need to take this to the Steering Committee.

#### **Naming Convention – Linda Miller**

Refer to your handout.

Linda stated the Naming Convention has been put into place. The ID's shall never be re-used that is not to say that they will remain active forever. We have the email accounts proposal here today. The same user ID's for the email accounts is for our myGate ID's. Josh questioned is there a concern about having your user name be the same as the beginning of your email from a security stand point. Linda stated that it hasn't been raised as a security issue. The format that we're suggesting is first initial last name with a maximum of 13 characters and a string of up to 8 digits for the numeric. That is the recommendation and we have begun creating Banner ID's. We will begin to create Luminis ID's using the above format.

#### **Luminis Finance Page – Linda Miller**

Refer to your handout.

Linda stated that this is not a formal proposal that is being brought to the Core Team. If we had the time it would go from the Luminis Content Team to the Finance Team. Due to the time frame I wanted to make sure that it was brought to the Core Team's attention. This is showing you a draft of the Luminis Finance page. Anything more than this would be customized and I don't believe that it would be possible in the next 55 days.

Jackie questioned where is the help icon on this page is. Tracy stated there will be an icon the top. Tracy mentioned that there will be no email or calendar by June. Jackie explained there will be email and calendar by January.

#### **Student – Anita**

Refer to your handout.

No where do we currently have in place a procedure policy that the Murray State email address is your official line of communication. We thought with the Luminis portal that we needed to get it documented that's how a student and employees were going to be receiving information. We are attempting to get something in place. We had request to put a naming convention in place. In number 4 there were concerns about the summer term being less than 90 days. But we were trying to be consistent in the time frames that we cleared out.

The 1st paragraph talks about our email addresses. The 2nd paragraph talks about adding information about excluding non person records and the alternative naming convention. The 3<sup>rd</sup> paragraph we added some additional places where we would publish the policy.

Linda stated the concern from a technical point is the longevity of those accounts. Tracy questioned could the email account be saved and then reactivated. Linda stated that would be from a technical stand point. The problem is not that we're going to run out of numbers. The problem is that it creates a security issue.

Linda Miller asked is there any issues that need to go before I-Tech. We have a meeting scheduled for Monday. After much discussion the decision was made to assemble another team for the Naming Convention. Linda Miller, Brian, Lora, Garrett, Linda Scott, Kathy Kerr, Mary Smith, Anita Poynor, Linda Myhill and Josh Jacobs will be the members of the Convention Team.

#### **Financial Aid – Anita**

No updates.

#### **Finance – Jackie**

No updates.

#### **HR -Joyce**

No updates.

#### **Luminis – Tracy**

We are going to start load testing next week. Linda mentioned that there are still concerns with the Load Balancer. Phyllis stated they had spoken with Sherry and they had come to a possible solution. Micah is going to do an 11 step process to solve the problems. Linda stated the point is we hope that the Load Balancer is going to be working properly.

We have content admin training the first week of May and this will involve programmers.

#### **Communications – Josh**

Part of the Luminis training 2 weeks ago we were talking about communication plans. Katherine and I are talking about it and trying to create some ideas and theories. We had questions about budget. We have come up with some themes of messages. Josh asked Jackie do we need to come up with a proposal. We are talking about Umbrella marketing. We will come up with a proposal and have it ready by the beginning of summer.

#### **Network, Service & DB Support – Phyllis**

We had our first maintenance window last Saturday and Mark put in patches. Shawn and Brantly reloaded general person in test. Brantly and Phyllis will be working on the crosswalks for the feeds next week. As everyone knows we went to Summit last week and I found a lot of the sessions to be very valuable.

#### **9. Other**