

ERP CORE IMPLEMENTATION TEAM

Date: April 13, 2009

Location: 3rd Floor CTLT

Submitted by: Linda Farley

Members Present:

Jackie Dudley

Brantly Travis

David Blackburn

Linda Miller

Anita Poynor

Tracy Roberts

Stacy Bell

Linda Myhill

Tom Hoffacker

Members Absent:

Josh Jacobs

Visitor(s):

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Student Registration Update: Anita reported that registration was going very smoothly. Students are having a very easy time with the process and the registration numbers are up. Anita stated that the only issue that has come up has been prerequisites. Tracy added that freshmen and sophomores will be registering this week and will probably require more hand-holding. Tracy also stated she foresees more questions from professors on “Closed Class” over-rides and “Instructor” over-rides. Jackie asked if there had been very many faculty over to the “Go Live” help desk. Stacy replied that there have been more phone calls than visits. Tracy and Anita informed the Core Team that there were some issues with departments wanting to make changes to classes which they have had to explain that it is not like it was in the past; changes can not be made past a certain point. Linda asked the Core Team what number they are shooting at for student registration. Anita stated that 10,500 registered students to be billed by July usually projects a good year in student numbers.

Luminis Update: Jackie asked if there were any problems with Luminis. Brantly and Linda responded that the usage was up about 3% during registration. During grade reporting time it may present a problem with all students logging in at the same time. The consultant left a day early because things were going so smoothly.

Successful Banner Implementation Celebration: To commemorate and recognize the successful implementation of Banner it was suggested that there be an event to celebrate. After much discussion several options were thrown out. Some suggestions included a buffet meal, day at the spa, paid vacation, cocktail reception, some type of family function, recognition by Dr Dunn/Board of Regents. There was some discussion on who to include in the recognition—those immediately involved with the Banner conversion or a broader spectrum of people. It was decided that the Core Team would think on it and e-mail suggestions to Jackie by next week.

CICS Windows Update: Linda stated that it will be up until December and not after. Brantly reported that Racer Touch will be going away June 30th and the PIN system will be going away December 31st.

ID Card Remake Update: Anita stated that there has been issues with CBoard interfacing with Banner. Anita reported that Flex Dollar Discounts and Declining Balance were not possible through Banner. Brantly replied that the issue could be that Murray State University is behind other universities in regards to CBoard. Upgrades of CBoard will have to be looked into. Anita said Accounts Receivable will need to have it by June 1st for test from June 1st to 15th.

The Core Team discussed having card swipe's placed outside the Cashier's window for customers to use. Inside the window the Cashier will verify the student with a picture ID. It was decided that more information will need to be gathered on how many readers will be needed and the cost.

During the card remake process, additional people will be needed to assist the Racer Card Office due to the relation of number of staff to the number of cards that will need to be remade. Anita suggested using Bookstore staff to assist with this.

Linda brought up the fact that various Core members, Faculty, and Public Safety personnel would like to see student photos loaded into Banner. The Core team decided that these desires need to be kept in mind when considering any equipment that would be needed for adding photos to the Luminis portal.

Central Report Committee Proposal: Linda Miller suggested to the Core Team that a Central Report Committee should be formed of people authorized to sign off on reports that will be generated. The committee can also serve as a central resource of information that people can use. Jackie added that she believed that someone from IT should chair this committee. Tracy wanted someone from the ICS side. Brantly suggested Mark Belva; as Mark has suggested in the past that such a committee should be formed. Linda agreed that Mark Belva or Mark Ballard would be good choices. Linda emphasized that the key to this committee is the interaction between the committee and those needing various reports. Tracy reported that most reports in her area would be on a routine basis after a pattern workflow was established. After much discussion it was decided by the Core Team that the DBA's could react quicker to the production of reports.

Student Worker Accounts: Tracy asked the Core Team for some generic student worker accounts for her area –with Sebastian role and teaching/advising role capabilities. At present, she is signing them in with her name. Anita asked for some for her area. Brantly asked how to assign these roles thru Luminis. He asked Core members to email him all generic roles necessary from Tracy and Anita to be put in Luminis. Brantly stated that Luminis will be the tricky part. Today, INB is only on the “Employee” and “Administration Tools” tab. Tracy did not care where or on which tab it is located.

Test Accounts in Production: Linda Miller asked about test accounts that showed up in production and their use. Linda wanted to know if the Help Desk can use test accounts in test production. Tracy replied that some student information may need to be removed before making it available. Linda added that the person working the Help Desk for student questions is a student worker that has been thru the registration process and does not have to see the available student screens.

Alumni Product One: Linda Miller had requested this item on the agenda; however, she felt it could be discussed in more detail later. She and Linda Myhill had a short conversation on the future implications with the Alumni records.

Student M-Number Update: Linda Miller asked the Core Team members about any response they had heard concerning the e-mail sent out informing people of their M-Number. Most of the Core Team was in agreement that the usual response was "What is an M-Number?". Linda Myhill reported that at this time the M-Number was not serving a purpose for the Alumni Office.