**ERP CORE TEAM**

**Date: June 4, 2012 @ 8:30 a.m.**

**Location: Stables Patio**

**Submitted by: Carla Thomas**

**Members Present:**

**Linda Miller**

 **Brantly Travis Tracy Roberts**

**Fred Dietz Bob Pervine**

 **Carla Thomas Josh Jacobs**

 **Jackie Dudley Anita Poynor**

 **Lori Mitchum Linda Myhill**

**Members Absent:**

 **Tom Hoffacker Jan Fuqua**

**Guests:**

**None**

**General Discussion:**

* **SFA – SAP Complete? (Lori?)** – Everything is good.
* **ODS** – ODS part was completed over the weekend; test was still running as of Saturday night. Cognos problem discovered last week. We have been told that Cognos must be upgraded due to changes in ODS. Hope to have Cognos upgraded in TEST by Friday and in PROD next week. Lori may need a list extracted before then; she will contact Chad Wortham.
* **Cloning Schedule for 06/30** – Bursar and Payroll may clone TEST over as well. New instance exclusive for these two groups. BDT needs to get with Anita P. for some additional information. Per Anita, we must keep the last active record/calculation entry. Anita said we do not need to keep the previous data. Once this is completed we need to schedule to run the process (do deletions) at the end of each semester.
* **TouchNet Mobility Feature (Anita)** – Bursar is ready; doesn’t want to process contract until she knows what support will be available (DBAs and Michele); LBM suggested Anita move forward with NSAF.
* **Data Standards Group (Tracy)** – Group has not met yet. Tracy will coincide with the Address Cleanup meetings.
* **Bookstore Update (BDT)** – Had conversation with one of the FOLLETT reps regarding getting system in prior to July 1st so we could begin inventory. FOLLETT felt this was too quick to ensure a good installation. They have convinced the Bookstore to wait until October during Fall Break and they can incorporate inventory at that time. No negative implications are seen for moving back to October. Anita P will need more information regarding implementing through TouchNet. FOLLETT contract is with John Rall. Andrew Dowdy in the Bookstore is taking the lead on pushing it through. BDT will check with Brian Purcell.
* **Address Cleanup Software (Tracy)** – Tracy will move forward with purchase of this software.
* **Route Change Control Forms Through CORE Representative (BDT)** – Whatever CORE representative is over the area requesting a change control will need to sign off on the form.
* **DegreeWorks** – Still nothing scheduled. LGM will follow up with Ellucian.
* **BRM Update (Fred)** – Two quick sessions so far. Conference call and a meeting with functional users. They are working on discovery questionnaire now. Vendor will be back on campus in August for functional. LGM welcomed feedback from others on this meeting.

**New Items:**

* **CBORD and GET Funds Software (Anita/Brantly)** – GET Funds (mobile app for purchasing meal plans and declining balance) is NOT TouchNet compliant and unlikely to be TouchNet compliant. It does NOT interface with Banner. CORE members are in agreement that GET Funds would not be approved based on these two facts. Linda will relay this decision to Dining Services (Paula).
* **Outage for 07/28 (LGM/BDT)** – SAN upgrade will be a potential 24 hour outage. Hopefully it will take less than the full 24 hours. CORE members are in agreement that Saturday, July 28th is an acceptable date for this upgrade. There was discussion in the group regarding maintenance windows on Sunday mornings. It was felt that a change in this needs to come from top down with the Provost setting the Academic Calendar. It needs to be announced/posted on myGate that the system will be down EVERY Sunday morning for maintenance.
* **Assessment Query for IS (LGM)** – Feedback on how effective Information Systems is and/or in what areas we could improve. What do you see as our strengths and our weaknesses? What things could IS do to improve our customer service? Members requested an opportunity to go back and talk with their functional users before responding. LGM will share the Assessment doc with CORE members and request responses within a week.
* **Updates on NSAFs (LGM)** – Despite all of its flaws and difficulties in completing and reviewing, the NSAF is a very effective system. This form has truly helped Information Systems in catching security and support and interaction issues prior to the purchase of new systems. There was discussion of talking with Jason Royalty regarding incorporating NSAF deadline into the Year-End Closing memo.

 Current NSAFs being reviewed include: COE (Classroom lesson plan product for use with iPads); Server for Dewayne Willoughby; Dining Services (a whole host of systems requested); Front Rush (Athletic recruiting software – does not interfere with Banner but does not have single sign on and they will have 500+/- sign-ons to manage.

It was requested and agreed that there will be no CORE meeting August 20th due to beginning of the fall semester.

Meeting adjourned at 10:01 a.m.