

ERP CORE IMPLEMENTATION TEAM

Date: July 3, 2007

Location: Sparks Hall 3rd Floor Conference Room

Submitted by: Helen Turner

Members Present:

Jackie Dudley
Jim Baurer
Phyllis Baurer

Anita Poynor
Joyce Gordon
Josh Jacobs

Members Absent:

Linda Myhill
Linda Miller

Jackie opened the meeting by handing out the agenda.

There was a brief discussion of an email from Linda Myhill stating that since Development would not be using the product, she would not be attending any Core Team meetings. It was the consensus of the group that there area did need some representation. Jackie will call and follow up on this.

Jackie stated that she had spoken with Linda Morrisson yesterday and received an email about staff assigned to us initially. David Ackerman has been assigned as the project manager. Jackie has received his resume and will be calling his references. We have 72 hours to check out his references and approve or reject his position. Phyllis and Jackie had met with him briefly and felt that he was very personable and seemed easy to get along with. Jackie felt that there would not likely be any problems with him.

Jackie felt that we would not be working directly with Linda Morrisson, but that it seemed her role would be as supervisor of the others. She also mentioned that Hermev Schlesinger would not be someone that we would see more than approximately 4 or 5 times a year. There will not be resumes sent on the lesser support staff. Jackie asked that any problems with SunGard staff should be reported to her immediately.

Jackie emphasized that it is important to "stay on top of things as we progress."

July 11th and 12th are the days that SunGard has asked to come on campus for the pre-planning meeting. The meeting on Wednesday, the 11th, will probably be dealing with "functional items" as some of the key committee members will not be in on the 12th.

Jackie has asked that everyone get together their "black out dates" and send them to her. She will prepare one document to be used by the SunGard reps. This will include an MSU calendar, open enrollment dates, etc. as we need to avoid these dates if possible.

Jackie will be finding out more information about time commitment as they progress. SunGard would like to begin Finance training in late September or October.

Once again Jackie mentioned that we do not have ERP Project space as yet. She had spoken with Tom and a couple other locations have been mentioned.

Jackie will be taking care of getting together names and contacts for the teams that have been set up to give to the SunGard reps. If anything else is needed, she will email the Core Team.

Although we do not have a copy of the final contract, it has been signed and we should have copies soon. Jackie mentioned that it did include virtually everything that they had wanted.

There was a discussion of some “backfilling” issues that has been discussed in other team meetings. The bottom line is that backfilling requests will have to come through the Functional Teams and if backfill positions are filled without team approval, ERP funds will not be available for them.

Jackie will be sending out some information to the VPs regarding backfill issues and concerns.

Josh had new logo designs to present today. After some discussion, it was decided that Jackie will take the original “My Gate” logo to present to the Steering Committee for their approval.

The meeting was adjourned!