

ERP CORE IMPLEMENTATION TEAM

Date: July-25, 2007

Location: Sparks Hall 3rd Floor Conference Room

Submitted by: Helen Turner

Members Present:

Jackie Dudley
Jim Baurer
Phyllis Baurer
Joyce Gordon

Josh Jacobs
Linda Miller
Linda Myhill
Anita Poynor

Members Absent:

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Visitor

David Ackerman

Jackie opened the meeting by handing out the agenda.

Item # 1 – Steering Committee meeting update – Jackie reported that the meeting went well and that the training room has been approved. The location is the old Board Room, 3rd floor of Wells Hall. Work has begun to get the room ready for meetings, training, etc. Jim Carter had given an update of the CRM reporting that the RFP went out last Thursday and they expect it back in two weeks. The next step will be to bring the top vendors on campus for demos and we will be notified of these as some members will want to attend. There was also an optional quote for redesign of the campus website that was sent out with the RFP as an independent bid request. Exchange was discussed briefly with Tom Denton letting the VPs know that the Core Implementation Team would be working on this. There had not been a lot of feedback but one of the questions posed was if there were not a lot of people who needed this, would there be a smaller implementation done. Another item discussed was Digital Measures noting that the CPE wants schools to utilize the same product. Several questions were broached: would it be hosted off site; how much of our resources would it involve; what is the timeframe. Jackie stated that his could not happen until three years down the road and they seemed alright with this.

Item # 2 – MS Exchange – Joyce reported that she had spoken with legal counsel, John Rall and that he had emphasized the fact that we would eventually have to have it and that the scale was much broader than just calendaring and records retention. He did feel that it was worth the cost. Joyce did pass this information on to Tom Denton. (Joyce pounded the table at this point).

Linda Miller mentioned the vulnerability issue again.

Josh reported that he had spoken with President Dunn on this matter and that he stressed three things to take into equal consideration: 1) cost, 2) functionality, 3) legal issues. However, he did stress that he likes the functionality. Josh will be talking with him more and will report back to the committee.

At this point, Linda talked about the options and consequences.

Anita reported that her committee had discussed Exchange in their meeting this week also. The group was not against it but did not want it to be put ahead of Banner in the possibility that it could delay the project.

Phyllis expressed her concern about resources required.

Jim questioned if there were other ways to address the legal requirements without using Exchange.

After more discussion, Jackie felt that the committee was not ready at this point to make a decision on this item. She asked that Linda Miller speak with Brian Purcell and have him do a one page matrix on what is involved and the pros and cons. Joyce will ask John Rall to tell us specifically what the law is or when he expects it to change. Phyllis wondered what other schools were doing with this issue.

Item # 3 – ERP Space/Lab update – Covered in item # 1. (Old Board Room, 3rd Floor Wells Hall)

Jackie reported that the room would be available for the next couple weeks if any of the committees need to have meetings there.

Item # 4 – Communications Team – Josh handed out a rough draft brochure to possibly be used at the Faculty Staff Luncheon. He asked for comments and/or suggestions to be emailed to him. He also asked if SunGard would have any brochures, etc to go along with our handout. David said that he would find out. Josh also asked David to find out if he could get permission from SunGard to use their logo on our handout. He questioned if there had been any other items of information that had been distributed. Jackie will check on this.

Item # 5 – Membership for Networking, Services & Database support – Jackie presented the recommendations that she had received from David McKenna who had been asked to serve as lead for this committee. The following were approved by the Committee:

- A. Brian Purcell
- B. Mark Belva
- C. Mark Ballard
- D. Casey Workman
- E. Sherry Lamb

Dave Ackerman briefly talked about the importance of the Remote DBA stating that they would work with the installation team, cloning, setup databases, do school transfers, etc. He mentioned that the contract did provide for a one week visit on campus usually done early on in the implementation.

Item # 6 – Portal Lead – Jackie reported that she had spoken with Ricky Cox and that he did not agree or disagree to take this position. He asked to meet with her and discuss this. Jackie and Linda Miller will be meeting with him on Friday and will report back to the committee.

Item # 7 – Brief reports from Functional Teams – Anita reported that her Student Services Team had started work on address assignment and has agreement that ownership would be between Admission and Registrar's offices. Additionally, they had identified a good list of addresses using several schools as samples. They have started a computer inventory for their areas. Sheila Haley has designed a form and it was sent out to all academic departments regarding hardware needs to insure that the computers meet the minimum standards needed to work with SunGard. Also Phyllis has been researching converting microfiche to a better format.

Joyce asked if it made sense for her team to use this form also. Anita will email it to her.

Jackie reported that the Finance Team is starting to gather small group chart of accounts attributes, reports needed, renovate sub-codes, procedural changes between university and foundation, etc.

Joyce reported that the HP Team had done lots of email exchanges working on the Discovery Document for each area, mapping business processes and forms, addresses, equal opportunity issues, identifying overlapping data and redundancy issues. She noted that it is still a work in progress.

Item # 8 – Functional Groups start addressing procedural issues that can be done now – Jackie asked that everyone be aware of issues that can be taken care of now instead of waiting until installation or training time. Some of the things mentioned were: BTRs, who will sign them, how they will be routed, level that has to sign them, etc. Printing – needs, options of how to print them, whether it be a centrally located printer or one in each department, etc. Reports – minimal number needed, what will be needed from the mainframe, etc. Electronic journal entries – routine or what we want done and how. Jackie mentioned that many issues will arise as they go through training but many of these things can be done prior to that time since each area knows what they are.

Anita mentioned an example of the MSU Application and how it had been suggested that they do away with it completely. Jackie stated that it will have to be determined as to how it was approved and if it is a requirement. Then proceed from there.

Item # 9 – Other – Workshops – There had been a question at the last meeting about the possibility of reducing the time of 3 days for the workshops. David felt that the only way to reduce the workshop time would be to limit audience participation and that this would only free up perhaps half a day.

In discussing the Identity Management & Security Assessment workshop, David informed the group that this could be done at any time after hardware and operating system is up and running but he felt it was best to get it done early. He stated that it would involve about 120 – 128 hours and that they would send a team on campus to ask questions, get documents completed and then compile a report of needs based on this information. Once the committee has the reports, they can decide how to proceed.

It was mentioned that there was going to be a reception on campus the night of August 13th for the SunGard people to meet with the VP levels, the President and other key members. It will not be a campus wide event.

BPA & Identity Workshop – Phyllis reported that she had gotten three responses concerning this and each one said that it was very beneficial, it teaches how to go through the processes and they all would highly recommend the workshop.

This workshop is scheduled for Tuesday, September 11th thru Thursday, September 13th. It will be in the Alexander Hall Auditorium. There was some discussion as to who needed to attend. Jackie felt like the functional teams, Administrative Computing, IIS and other members not on the teams but who helped out from time to time should be involved in the workshop. David said that they liked to keep the numbers between 30 to 40 people.

Linda Miller expressed her concern about the time required for the workshops but still felt that it was important for them to participate.

Jackie asked David if we could get advance copies of the agenda and the white paper. She stressed that we need to decide in the next week if they are doing this workshop. She also stressed the point that she felt this workshop was very important and that they needed to be as well versed as possible.

There was a brief discussion of backfilling. Joyce mentioned that HR would be involved in the process but it would be a brief time required. Joyce also mentioned that there was a misconception that this would not be a time for “padding your office” as we have to be good stewards of available resources.

Linda Miller mentioned that she had not received the document from Jackie to get the Wikki web site started. This will be the central repository for information for the committees. Jackie will get with Laura to get this done.

David mentioned that he and Jackie were working on schedules and hoped to have them at a point to share with the committee soon. He also thanked everyone for getting the black out dates to him and mentioned that he had added the week of April 14th to the black out dates also. This is the week they have their Summit in Anaheim, California.

At this point, the meeting was adjourned.