

ERP CORE IMPLEMENTATION TEAM

Date: 8/01/ 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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Jackie opened the meeting having emailed the agenda.

Item # 1 – SunGard Visit August 13 – 15. There was a general discussion of the agenda for the meetings. Jackie will be resending this to include attendees. She noted that the Core Team would be involved until 11:30 on Day 1 and that the meeting would be in the Business Building. There was to be a 10:45 short meeting with the Functional Team prior to lunch. Afterwards, there would be the focus calls which are for each individual team and will be held in the old board room.

Day 2 – This will be for the technical and network people. For the data migration part, they need people from HR who will be responsible for the crosswalks and data migration. Per Joyce, these people would be: Joyce, Teri Ray and Wendy Cain. Jackie hopes that afterwards, if they can get project planning document completed, the teams could review through Blackboard or whatever.

Item # 2 – MS Exchange – Linda handed out a one page draft on the Exchange issues which she said was a more condensed way to look at it and that some things were not mentioned. She felt that major elements were covered but it did not cover everything. She addressed the fact that she felt the cost was really significant more in staff time than product cost. She had gotten some new information on the legal issues although she had not gotten a lot information from other schools as it is not widely known at this point in time. She talked about the fact that there could be other options instead of Exchange to retain email records although she was not sure about the cost or complexity of these. She also mentioned that the information she had gotten information that the PDA transition was not as smooth as it originally appeared to be. She also felt that Luminous appeared to provide about 85% of needs but that there could be some “high end” users who would still need exchange outsourcing. In regards to risks, she felt the biggest risk was taking valuable staff time away from the ERP activities. She also believes that the legal issues are still pretty undefined at this point.

Josh asked about campus wide scheduling and the response was that it was available.

As the discussion progressed some things that were mentioned are:

1. If we are going to do Exchange we need to get to it quickly.
2. The window of opportunity is fast approaching being over per IS department.
3. Unless there is a compelling legal reason to do this, it should be delayed.
4. Legal Counsel feels it will be very, very soon that it will be a requirement and at that time MSU would be responsible for showing what had been accomplished in regards to record retention.
5. It was mentioned that the future requirements could be to be able to provide all records by name or word which could be a nightmare. (Not sure Exchange could handle this.)
6. Timeframe is closing and if not now, could be another 3 years before it could be done.
7. If Exchange is implemented, would it delay the Banner installation?

8. Time constraints with Banner could be affected.
9. If everything hinges on the legal issues, perhaps need to take a look at other options, cost and expense to put in place. There could be products that would be better and easier.
10. If team recommends Exchange, they have to be sure that application will be ready by begin dates.
11. Perhaps a backfill person to handle this could be a solution although it seems unlikely that anyone who had experience in this could be readily found.
12. This would put a lot of pressure on a lot of people.
13. If decided by group to go ahead, IS would try their best to get it done but no guarantees.
14. Priority needs to be Banner. Exchange has been put off for two years now so it probably isn't a major issue to postpone it now.
15. You can't step in and out of an installation of this magnitude. It would freeze techs in place and unable to complete either installation.
16. If we couldn't get staff time to do this before, certainly couldn't get it on top of Banner project.
17. The comfort level of the IS staff has dropped and their anxiety level has increased.
18. Even with another product, training issues would be a major issues for IS staff.

At the end of the discussion, the Core Team will recommend that we not implement Exchange now. Jackie will write up something to send to everyone to edit before sending to Tom/Steering Committee.

Item # 3 – BPA workshop participants – Jackie mentioned that SunGard has limited the workshop to 16 to 20 people. We need to get best people from each area that feels they need representation. Jackie asked that everyone make their selections and email them to her so she can get a list together.

Item # 4 – Data Migration focus call participants – The HR and Finance Teams participants were listed on agenda. They are: Finance – Amy Sasseen, Jason Royalty & David Blackburn. HR – Anita Poynor, Mary Smith, Kathy Kerr, Charles Vinson and Shelia Haley. The Technical people are Linda Miller, Mark Ballard and Dave McKenna per Linda Miller.

Item # 5 – Identity Management Workshop – Jackie has received the information on this workshop and it will be scheduled for 3 days also. Day 1 will be for “lots” of people (30 – 40) with all groups being included. The last 2 days would be the more technical parts for the technical people. It was decided that they would go ahead and get this scheduled and it would be near the end of October but “not in a week that we have anything going on!”

Item # 6 – Savarese visit? -- Jackie mentioned that she had positive responses and that she has confirmed with him. Their contract with him ends in December and once the implementation begins, he would not be coming on campus. So, since they still have contract hours, he will be coming. Jackie asked if the team thought they would want to meet with Savarese separately to perhaps get feedback on their focus calls, etc. The consensus was yes. Since the last focus call is at 12:00, they may want to consider a “working” lunch.

Item # 7 – Communication Team status – Josh to discuss statues of Brochures & Communications Plan – Josh distributed his newest brochure in which he had incorporated changes from others. After a minimal discussion, Josh will be working on it and send it out to the team to review. He reported on the progress of the web site also. He handed out a “template” for this also. Some of the things that need to be decided and/or comments were:

1. Where it will be housed, off MSU site or student site, etc.
2. Location of logo and an “under construction” link.
3. Flash line showing progress.
4. How to show progress, list training schedules, etc.
5. Location of web site, possibly using RacerNet.
6. Need to drive traffic to the same location.

7. Where will portal set?

At this point Josh said that he would have a mock up in a couple weeks and hoped to go live begging of September. He noted that the color scheme would work well with the University's.

Jackie mentioned that she felt he should work on this and take it to the Portal Team.

Jackie briefed mentioned the use of Blackboard and said that she will email a link to everyone. Linda Miller may do some training for us next week.

Item # 8 – Portal Lead – Tracy Roberts --There was a brief discussion and it was decided that Jackie would talk to Kathy Kerr to be sure it would be alright to ask Tracy Roberts to take this position.

Item # 9 – Data Standards/Information Use Policies – Fugen Muscio – Jackie stated that we need to move forward on this and she was proposing to bring Fugen in to work with all the Functional Teams to put together a draft of the data standards and use policies. She will be asking Fugen and see if anyone else needs to approve this, i.e. the President.

Item # 10 – Backfill – Any recommendations from Functional teams yet? -- Jackie had sent out an email draft of the backfill procedures. She asked that everyone read these in the next few days and make suggestions and/or changes. She asked that everyone get these to her by next Wednesday. This is to get out to the VPs so they know what needs to be done. It was noted that this will change in the future as we go along and that just because you don't have recommendations now, it won't mean that you can't change that in the future as progress is made.

Item # 11 – Forms, Letter, Report Schedules – Deadline?? – Nothing was added, no questions asked and no changes made at this time. Jackie has given the Finance Team until September 14th to get the first round done and it will grow as we add to it. There is a possibility that it could be updated on Blackboard.

Item # 12 –Reports from each Functional Team – BRIEF – Anita noted that even though they are not in training, they are still meeting a lot and that takes time out of everyone's day. She stated that they need to have extended hours on the mainframe to help take care of this. There has been a request for this done by Charles Vinson and Linda Miller reported that it has been received and sent on for approval.

Jackie reported that the Finance Team is starting to work on the Chart of Accounts.

Joyce reported that HR Team has been putting minutes out for their meetings. They have a sub-committee to work on the PA issues: Teri Ray, Cami Duffy and Wendy Cain. They are setting up procedures on flow charts for visual representation. Carl Prestfeldt is working on the BTR and it will be put in flow chart form also. Although he doesn't have a committee to help with this, he had talked with Joyce about perhaps changing that decision. As for addresses, Joyce felt that while their needs in this area are not as complicated as the Student Team's would be, they will need to address the issues of international students.

Item # 13 – Other – Linda Miller mentioned that they were going forward with digital measures and the possibility of stand alone hosted off campus.

Jackie mentioned that once training begins, SunGard has asked that they have standard begin times, end times, lunch times, etc. She asked that the team think about this, discuss with their teams and they will make a decision next week.