

**ERP CORE IMPLEMENTATION TEAM**

**Date: October 20, 2008**

**Location: Sparks Hall 3rd Floor Conference Room**

**Submitted by: Tina Flener**

**Members Present:**

**Jackie Dudley**

**David Blackburn**

**Stacy Bell**

**Tracy Roberts**

**Linda Miller**

**Brantly Travis**

**Josh Jacobs**

**Anita Poynor**

**Linda Myhill**

**Members Absent:**

**0**

**Visitor:**

**0**

**1. ODS/EDW/Cognos plan team update:**

Jackie stated that she had sent an e-mail a couple of weeks ago with a proposed plan from Ackerman. After it was discussed the outcome was that we will not go with the proposed project manager, based on our current objectives. Jackie informed the team our goal is to get out what we need, not build a reporting plan because we are not going to be ready for that at this point. We will continue with the training we have scheduled; after we get core systems up then we can re-evaluate.

**2. Help Desk and Password distribution update:**

Jackie said she felt that Sam was having difficulty distributing the Luminis passwords. Brantly stated he believed that a procedure needed to be put in place for password creation and distribution. Several means of password delivery were discussed; after much debating the decision was made to once Sam receives the SSB password from Jason he will forward the passwords to the Help Desk for users to pick-up.

**3. Phone Book update:**

Linda Miller asked the team to discuss the proposal to have the campus phone books eliminated. Linda stated that the contract has run out and there will be no more phone books printed after May. Linda explained that the number one reason for proposing to have them eliminated is because they are not being used by the students. The phone book is paid for by business advertisement and the businesses feel they are not getting business from it because they are not being used. Linda informed the team that this proposal has not been met with hardly any resistance. SGA was wary of doing away with the phone book from a work/department standpoint. Linda stated that the proposal is to do away with the paper book but make a PDF version and make the web search moor

comprehensive. This goes hand in hand with the University making the move to MyGate and having electronic communication and also the campus creating a sustainable environment.

#### **4. Luminis Sign-On update:**

Linda Miller said that the way Luminis is accessed is by a random number which no one knows because it is randomly generated. Linda informed the team that an e-mail is sent to the student stating that they must login to a secure website to get their Luminis password. This gets us away from using any part of the social and this process will be used through April to convert the bulk of the University populous; after that time we will revisit the process. After much discussion on when the SSB login is created, it was the general consensus that it should be done when the student is admitted because they will need it to view Financial Aid and several other things. It was left that the topic will be revisited during the meeting tomorrow.

#### **5. Team Updates**

##### **Student – Anita and Stacy:**

Stacy informed the team that though last week started rough, the web apps are ready to go. Stacy spoke to Lynn at Austin Peay and they will be forwarding a paper copy of the web app script to Michelle. The paper copy combines the information that is on several different screens so it is easier for Admissions to enter data and pull paperwork. Stacy stated that until there is document imaging they are still very much a paper office. Brantly said he would follow up with Michelle regarding the Web Apps from Austin Peay. Stacy also reported that this week they will be sending out Acceptance and Thank You letters.

Anita gave the team an update on the Scholarship Application status. Banner responded back that they will not be ready by the November 1<sup>st</sup> deadline so we will have to go with the backup plan. Anita said the backup plan has been created and is being tested by the Scholarship Financial Aid staff. Once they have applications stored they will create a database and manually load it into Banner.

##### **Finance - Jackie:**

Jackie stated that she had nothing new from Finance.

##### **HR – Jackie and David:**

Jackie advised that the 2<sup>nd</sup> payroll test was done Friday and Saturday and it went very well. We are still on track for Timekeeping training; there will be a switch up on training from a lab setting to an auditorium type setting which should make it go quickly. Jackie stated the Go Live center will be in the Gatehouse where people can stop by the 1<sup>st</sup> week of training if there are any issues.

Jackie sent out an e-mail regarding position budget funding recommendation. Jackie informed the team that there must be an amount budgeted for a position, it can be a dollar; however if it is only a dollar you close the year with a position not being funded. Jackie stated that Banner does require a budget so the procedure that has been proposed is that if

a position is filled that is not budgeted; the Budget office has the authority to go to the appropriate VP's account and fund the position fully and it will be left up to that VP to correct it in their area. Jackie said it would be revisited next week.

**Luminis - Tracy:**

Tracy stated that follow up needed to be done on who was or was not seeing approvals.

**Communications – Josh:**

Josh stated the update was in Roundabout last week. Josh said he will try to do that every other week, he will run it by Jackie when he gets it put together.

**Network, Service, and DB support - Brantly:**

Brantly stated the patches upgrade went in on Saturday evening and were done in less than 2 ½ hours. Darwin has been installed and is in testing right now.