**ERP CORE TEAM**

**Date: December 13, 2010 @ 8:30 a.m.**

**Location: Curris Center Stables**

**Submitted by: Carla Thomas**

**Members Present:**

**Linda Miller**

 **Brantly Travis Tina Collins**

**Fred Dietz Bob Pervine**

 **Carla Thomas Linda Myhill**

 **Tom Hoffacker David Blackburn**

 **Jackie Dudley Josh Jacobs**

**Members Absent:**

 **Anita Poynor Lori Mitchum**

**Guests:**

**Cassidy Palmer**

**New Issues:**

* **Knowledge Base (Guest: Cassidy Palmer)** – Found under Support Tab on RacerNet. 217 articles in 26 categories. Procedures Central will cease to be updated at the end of January and at some point (end of June has been proposed), it will cease to exist altogether. Passed by CORE by unanimous vote. [www.support.murraystate.edu](http://www.support.murraystate.edu) You may subscribe by RSS to be notified when new articles have been added.
* **New Procedures for Transfer Employees** – If “Transfer” box on PA is checked, then HR will review before sending on to Josh and notify Doug regarding the transfer.
* **Email Reminders** – When should email reminders re leave reporting go out? (day it is due? Day after it is due?) – CORE discussed this issue and agreed that email reminders should go out 24 working hours before the deadline for submission.
* **Rename the Blue screen to remove the INB SSB links?** – Will investigate to see if we can set to a login requirement.
* **Results of EPAF Call** – References says she knows her stuff (Julie M.) and is very likeable. Suggest we document items/processes as we go through the training; Julie is weak in documenting these things afterwards. With us February 21st and March 7th – tentatively scheduled for EPAF. Linda will follow-up.
* **Outage for Possible myGate Bounce (1.5 Hours)** – Do in TEST early Thursday morning and roll into PROD as late as possible Thursday afternoon (5 p.m.).
* **Testing Process** – For the patches, plan to apply patches to PROD on January 2nd so be sure to test, test, test!!!