**ERP CORE IMPLEMENTATION TEAM**

**Date: December 14, 2009 @ 8:30 a.m.**

**Location: Curris Center Stables**

**Submitted by: Carla Thomas**

**Members Present:**

**Linda Miller**

 **Brantly Travis Jackie Dudley**

**Jim McCoy Carla Thomas**

 **Stacey Bell Anita Poynor**

 **David Blackburn Lori Mitchum**

**Members Absent:**

**Tracy Roberts Josh Jacobs**

**Tom Hoffacker Linda Myhill**

**Guests:**

**None**

**New Items:**

* Retention Alert – David Jeffrees is collecting feedback and will distribute once it has been compiled. Retention alert process now requires login and is secure from others intercepting confidential information. The Retention Alert form will go up this week.
* Scheduling SAP and Functional Consulting – CORE members discussed the best time to schedule SAP and functional consulting. Lori Mitchum shared that Spring is good for Financial Aid. It was felt that this consulting should be scheduled as soon as possible, just avoid overlapping the imaging/Xtender training. It was also noted that functional training for summer should be scheduled first and then the technical training afterwards. Ken Whitelaw would be the preference for SAP training. Jackie Dudley said she will go back through her notes to see who was assigned as our functional representative after Scott left.
* Required Reports for Enrollment Management – Jim McCoy reported that in a meeting on Friday they determined what individuals will put together a listing of required reports for their respective areas. Jim and Josh will blend these lists together and prioritize from a campus perspective. Jim and Tracy will then work with IS on how to access/generate these reports.
* Other E2 Issues – Jim shared that is would probably be recommended that employment of a consultant for enrollment management would be forthcoming from MARC to the President.

**On-Going Issues:**

* VoteNet – Jim has received informal positive feedback on VoteNet. Linda Miller shared that we would need to know soon if the software cannot accommodate the current preferential voting; is the formula they currently use changeable or is it built into the core of the university? If Faculty Senate is unable to change, they may have to purchase a different package. Jim agreed to make sure Faculty Senate is aware that this may be a potential problem. Linda Miller shared that assistance in evaluating another product and working with the vendor would be available from IS; however, CORE has stated that IS will not write applications for such things.
* Phone Book – Brantly received an email from Tom H. regarding verbiage for the preferred first name announcement in Personnel Matters. They are adding an additional line for designation preferred first name on the Telephone Directory Update form. This will feed automatic updates to Banner from that point on. Brantly is working with Lisa in HR on corrections to the current roster. (Currently, there are still approximately 70 people that are “falling through the cracks.”) He hopes to have an updated printable directory out this week.
* Workflow Nominees – Linda Miller talked with Clay Stabler and they have approximately eight canned workflow apps (two groups of four), but Linda felt that these would not meet our needs. Jackie asked if Clay could send us the workflow routings so we could better determine if any of the pre-packaged workflows might work for us. Even if not, purchasing one workflow might be beneficial so we had something in place. Anita shared that her recollection was there were several canned student workflows that might be good. Linda asked that team members send all responses from their individuals areas regarding needed workflows to her.
* Food Services POS Install – Linda reported her belief that Food Services is up and running today with POS. Brantly will check with Beverly Noland today regarding an update. The Bursar’s office got the tear sheets to Food Services last week so that small purchases via debit/credit card would no longer require signature of purchaser.
* Grade Time Reports Needed for Colleges, Department, Faculty, Auxiliary Units – Jim McCoy shared that Tracy is thrilled with the information she has received from Phyllis and feels confident she can generate and distribute the needed reports.
* Transcript Changes – Per the agenda provided, Tracy reports that Shawn got the changes completed and approved 12/13/09.
* Xtender Implementation – Dave Blackburn reported he has received no feedback except from Tracy. Procurement expectations would be that those implementing would commit to purchase the needed equipment and functional areas would agree to train campus in use of the system. He asked if team members had any ideas on how best to distribute information regarding the upcoming training. Discussion followed. It was felt that the best avenues for distributing the information would be Roundabout Murray, RacerNet, and myGate announcements. Dave shared copies of the project schedule (to date) with team members.
* County of Origin Information for Student Reporting – Jim reported that he is not sure, but does not think that this was included in the dump that Phyllis Baurer has provided to Tracy. He feels this would be included in the list of prioritized reports they are working on. This information/report must be ready for the next Board of Regents meeting. Therefore Tracy will need the information by the first of February.
* PIN – Linda expressed her continuing concerns regarding people needing to access to prior year grades (those who have not received their Banner credentials). The issue would be getting those individuals LUMINIS access. There is a self service option for verifying enrollment. Linda will remind Tracy that we need verbiage to be posted re: PIN system is no longer available.
* WWW Site Revamp – The Development Office is looking at closer to February to switch to the new home page. The fear is that everyone will wait until the last minute to move their information/links. Dave Blackburn is concerned about Forms Central and Procedures Central links . . . who will be responsible for migrating those or if they need to be since they are on myGate. This is a time to clean up the public home page and remove those items/links that the general public has no use for. It was noted that whoever redirects these links needs to be cognizant that these need to be moved to myGate as well.
* Plans to Work Over the Break – Linda Miller shared a reminder that IS is a service organization and areas need to make IS aware if they will need access to certain things during the break.
* Cloning Schedule – Brantly led a discussion regarding the need to continue cloning in test. It was shared that the problem with running reports in TEST is the delay/time it takes to obtain information (overnight minimum delay if data is not already out there). Currently cloning takes just short of two full days to complete. Dave McKenna wondered if we need to continue the monthly coning. He also asked if there is an instance (or instances) that we could remove. Dave Blackburn shared that Xtender will link to TEST when it is installed I mid-January. Team members felt that either we need to continue monthly cloning for TEST or give access rights for individuals to do adhoc reporting in PROD. It was determined that we will need to clone in January and then revisit the need for monthly clones after that. CORE team members also agreed that the TRNG instance could be removed.
* Salary Planner Move to CONV – Payroll is currently using CONV for Salary Planner. When do we need to move that to TEST? Jackie said they should be okay to continue in CONV at this time.
* Banner 8 Upgrades (Notes from Tom H.) – Linda Miller will send the upgrade calendar out again. As Tom H. was not at the meeting discussion of his questions was deferred until the next meeting. However, the following comments were made: 1) We will not transition individual modules separately to version 8 and we will adhere to our original schedule (which would be next November); 2) Linda Miller is aware of no plans to hire a Banner consultant to assist HR in moving to Banner 8; 3) Jackie shared that she had put something on BlackBoard regarding the summary of improvements for the HR module of Version 8 – Linda Miller said she will look for it and send it out to CORE.

**Open Discussion:**

* Verification of SS#s for W2s – Jackie asked if anyone had looked at the social security number verification file to send to the government to verify socials before W2s are printed. Brantly said he will check with Sherry Lamb to see if she has sent the file over.
* Jim McCoy asked if we can see who can see what online applications are incomplete. Stacey said that she can access/provide that information.
* Cognos Training Needed – The issue is still out there. Another reporting tool, ARGOS, would be an alternative (per Clay Stabler). It was shared that the cost of ARGOS is approximately $25,000. Jackie and Dave did not feel ARGOS would replace COGNOS. ARGOS is similar to form fusion. Dave said individuals should be able to get an online demo of ARGOS. ARGOS is reportedly much easier to use for simple reporting needs; but Dave shared that he didn’t see how it could be easier than using report query through COGNOS. The feasibility of locking away key personnel from Registration and Enrollment Management in a room to train on COGNOS and write apps for specific reports was discussed. Jim McCoy, in terms of Enrollment Management, suggested that we stick to the game plan developed at last Friday’s meeting of compiling the list of prioritized reporting needs and see what we run into as we try to execute that plan.

**\*\* No meeting on January 4th – Linda Miller may possibly schedule something for later that same week.**

Meeting adjourned at 10:20 a.m.