**ERP CORE TEAM**

**Date: March 7, 2011 @ 8:30 a.m.**

**Location: Back Room of Gatehouse**

**Submitted by: Carla Thomas**

**Members Present:**

**Linda Miller**

**Brantly Travis Josh Jacobs**

**Fred Dietz Bob Pervine**

**Carla Thomas David Blackburn**

**Tom Hoffacker Linda Myhill**

**Anita Poynor Jackie Dudley**

**Lori Mitchum Tina Collins**

**Members Absent:**

**None**

**Guests:**

**Mark Belva (For Workflow Conference Call)**

**Pre-Discussion:** CORE agreed we should concentrate our efforts and determine within our own areas (Anita, Tina, Fred and Lori) what we have out there and what we want to complete for student entity; JKD for EPAF with Tom H., Lori and Teresa. BDT will send a list of the workflows that are out there.

**New Issues:**

* **Workflow Training Structure – Sandy will call at 9:00. Just for reference please see the Supporting Information below for the follow up report for the SunGard training several years ago. This may have no relevance – but it might help jog your memory. Please be thinking through just what would be most helpful for us this time around.** – Conference call with Sandy lasted from 9:00-9:30 a.m. Her original proposal was that she would build the workflow and then tell us how she did it. Everyone here is in agreement that we would like to take a much more hands-on approach in developing the workflows. Other points made/discussed during the conference call and among CORE Team members following included:
* Address the timing – we are of the understanding we should upgrade to 8.1. Sandy said that is correct. She estimated 20 hours for a clean install; but may be able to simply do a migration. Per Sandy, migration for TEST environment only would take only a day (estimated). It was agreed to schedule another call at a later date to discuss options and determine what is best. If we do a migration, the training workflows will remain there. Sandy recommends keeping those in the TEST environment, not PROD. LGM told Sandy we want to focus on getting a couple of workflows developed and in production. Sandy agreed this is the best approach.
* Sandy is hesitant for us to develop the business process on our own if we are unfamiliar with the workflow business modeler. LGM asked Sandy how would we approach this then? Sandy suggested that while upgrades/technical are going on, she could spend a day doing a remote training on the capabilities (via WebX session) of workflow modeler.
  + We would look at what we need; have a one-day remote training; we move ahead with building business process; Sandy would be available as we move along to meet an hour her, an hour there, as needed.
  + Nextstep, set up an hour long call with technical folks to see if we want to migrate or have her do the migration. It would be good to have remote access for her prior to that meeting so she can look at what we see. (To do before March 28th – just have migration done and working with training room environment so everyone can log on to a PC and follow along.)
  + Sandy recommended having technical/functional people both at next meeting. A day long remote or face to face to go over workflow process in the morning and to meet with DBAs in the afternoon. CORE would prefer a face to face meeting. Sandy is unavailable April 4-8; otherwise fairly open during March and April. She noted that the weeks of May 9th and 16th are not good for her.
  + Next, Sandy would review the models via remote calls and make suggestions until it is ready to test. She will talk about a test plan as well at that point.
  + Tentatively set March 28th for the fact to face functional portion (so the migration would have to be done before then) and then do Tues, Wed, Thurs (2 or 3 days, whichever is needed). We will look at calendars and get back to her. (Tina C. out March 30 & 31, Tom H. out April 11 & 12).
  + Conference call ended at 9:30 a.m.
* CORE members discussed the possibility of just hiring Sandy to do the migration (estimated at ½ day) if our DBAs are too busy to do it before March 28th.

**Ongoing Issues/Updates:**

* **Use of SS# by Campus Units (TC)** – Tina to draft something and send to Team members.
* **Form Fusion Do we want to purchase module to allow us to send W2’s to a PDF (BDT)** **– See email from Shawn below** – Stephanie was not able to get in to SSB to report. We **DO** need to be able to send W2s to a PDF. ($1k/yr for each module; $5k up front cost.)
* **Cognos Report Writer (BDT)** – Down to one candidate. Phone interview to be scheduled.
* **Kronos (BDT)** – Meetings going well. Pursuing investigating the $40k-$50k version rather than updating Kronos. Still researching.
* **Net Price Calculator (Lori)** – Must have prior to end of October. They are looking at the contract now. They will then be ready to proceed. Will be hosted off-campus.
* **Parking (BDT)** – RFPs are in. The committee meets today at 2 pm to review the six received.
* **Pruning Large Tables (BDT)** – Nothing new here since the last meeting. Will ask around at Summit to see how others are handling this.
* **Housing (Fred)** – Fred talked to David Wilson. David said he would talk to BDT. BDT received an email and sent David a link for the New System Request Form. BDT has heard nothing further.
* **Degree Audit (TC)** – Has phone meeting with Red Lantern representative this week. After that she will call BDT to schedule a meeting to review their options.
* **BDMS** – Accounting is ready to implement. Mark Belva said we should be able to work on this and workflows at the same time. He may have to push Tivoli to mid-April or the end of April.
* **Clone of TEST** – Anita and Lori need a clone of TEST (or a 3rd instance created) ASAP.

Meeting adjourned 10:10 a.m.