**ERP CORE TEAM**

**Date: May 9, 2011 @ 8:30 a.m.**

**Location: Curris Center**

**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**

**Members Absent:**

 **Tina Collins Lori Mitchum**

**Guests:**

**None**

**New Issues:**

* **EPAFs/Workflow (JKD/BDT)** – Training scheduled for SSP, SQL and PLSQL for next week. Trainer is reviewing the BPA we sent them. They are aware of our time line. JKD thinks there are some things in the BPA that are missing for the GA. She will get with Lori this week regarding those. Regular student hire will be our first EPAF. BPA should be complete by then and they should be able to tell us which is the next logical step. Tom H will follow-up with other institution(s) regarding obtaining PDFs of EPAFs.
* **Kronos (BDT) We will have a meeting of concerned parties, a Functional Team Lead will be identified. An agreed upon strategy to address the end of services will be determined and an RFP will be issued if required. An implementation date will be determined and a new system request form will be generate and reviewed by Info Systems. Fred, have anything to add?** – Meeting Thursday of this week. Time clocks go out of support in September. Only Public Safety could upgrade to use internet services with Kronos. FM and Dining Services using dial-up services. Current licenses agreements/contracts are currently up for renewal. Per JKD, there may be other places on campus that would want to be included (such as Housing) if we purchase a web-based system. Units must understand they must fund/pay for the new system. They are not forced to purchase; they can use myGate. There will be one campus solution for time cards. There needs to be a functional team lead; need to understand the implications of operating without support.
* **Web Services Software Implementation – Declining Balance (FD)** – Trying to schedule another meeting to discuss CBORD (web-services portion should come automatically with Banner 8, per BDT). Richard Fritz/Beverly is coordinating/acting as team lead on this.
* **Housing – MyGate indicating the Residential College to Which Staff are Assigned (FD)**—LBM checked with David Jeffress. He was aware and has been thinking about it. Right now we keep it in Banner and it is very clunky. He was thinking we might keep it outside Banner and let “them” maintain it. Per Anita P, it is currently stored in “Space Mountain.” LGM suggested we move the discussion outside of CORE to a group meeting that would include David J. and Sherry Lamb or Michele Sanders and Housing representatives.

**Ongoing Issues/Updates:**

* **Dates needed/Team for transition for STARS (Lori)** – Lori was not in attendance. Per LGM, we have some dates.
* **Use of SS# by Campus Units (TC)** – **See below for recommendation from the SS# review committee, and feedback from the University Security Officer**  -- Tina emailed LBM and said she was fine with the Security Officer’s changes. Per Anita P., our Data Standards document states department will not use SS# as identifiers or stores SS#s. Josh J will draft a “policy”/”guideline” regarding access to/use of SS#s to include a comprehensive applications guideline, referencing other policies already dealing with SS#s, etc.
* **Cognos Report Writer – We’re Back On** – We have been given permission to move forward with the search.
* **Parking (BDT)** – Have scripts to update some validation tables; TEST installed; Doug Talley will maintain updates; meeting weekly; students and employees will go through SSB to request permits, etc. No concerns at this time with meeting the July 1st deadline.
* **Pruning Large Tables (BDT)** – SAP is next for Financial Aid. Set for week after grade submission – approximately May 17th.
* **Degree Audit (TC)** – COE has no particular interest in DegreeWorks (per Tina). A meeting is to be set; will wait to hear more from Tina and our next meeting.
* **Timeout in Banner** – **(BDT – Testing going forward next week (checking for data loss, table lock or other circumstances))** – Info Systems Security Officer is very uncomfortable with anything longer than one hour time out for Banner. They can set an “across-campus time-out” with Active Directory. Testing would need to be done.

Meeting adjourned 9:30 a.m.

**Notes from Tina Collins re: The Campus Approach to SS#:**

Alumni will be given data that includes student social security numbers, as they are agents of the University and need such access to perform the majority of their official duties.

Alumni will not redisclose social security numbers to any other entity (within or outside of the University).

Alumni will limit the number of individuals with access to social security numbers.

Alumni and IT will use the most secure manner available for transmitting and storing confidential data.

Units shall not maintain a separate database which contains confidential/protected information. Such databases should be eliminated by the end of 2011.

Campus units should use unique identifiers (other than SSN) as they become available. This includes, for example, NCAA and Kentucky Department of Education.

IT will do periodic security reviews/audits of all departments that collect social security numbers.

Access to social security numbers may only be provided when there is a federal or state regulation requiring submission of SSN. The campus entity requesting such access must product the related regulation to the University Registrar for review prior to the release of confidential data.

**Review comments from the University Security Officer:**

2 statements in this seem to be a little weak to me:

* Alumni will limit the number of individuals with access to social security numbers.
* Alumni and IT will use the most secure manner available for transmitting and storing confidential data.

I would think the first needs to be clearer about who they limit to, something like “Alumni will limit the number of individuals with access to social security numbers to those with a direct business need to know”. And the second needs to include a statement about at least having some sort of encrypting, something like “Alumni and IT will use the most secure manner available for transmitting and storing confidential data, to at least include the use of encryption that complies with the Acceptable Encryption Policy”.