**ERP CORE IMPLEMENTATION TEAM**

**Date: August 31, 2009 @ 8:30 a.m.**

**Location: Curris Center Stables**

**Submitted by: Carla Thomas**

**Members Present:**

**Linda Miller**

 **Brantly Travis Tracy Roberts**

 **Stacey Bell Josh Jacobs**

 **Anita Poynor Jackie Dudley**

 **Tom Hoffacker Carla Thomas**

**Linda Myhill David Blackburn**

**Members Absent:**

**None**

**Guests:**

 **Don Robertson Alison Marshall**

 **Shawn Smee Lesa Harris**

**Technical Pandemic and Disaster Planning:** A draft of the Technical Pandemic and Disaster Planning brochure was distributed by Linda Miller with a request for feedback.

**Student Admission Fees:** Don Robertson, Alison Marshall, Lesa Harris and Shawn Smee joined the meeting to discuss collection of student admission/application fees. We are six to eight weeks out to put a system in place with TouchNet for collection of these fees. CollegeNet has been reviewed by Alison Marshall and her group and they would like to use this as the immediate fix until the TouchNet online payment system can be implemented.

Ms. Marshall shared that CollegeNet is a very common application service used across the country. CollegeNet receives $5 of every $30 collected, but payment with the admission application is guaranteed. The reason they want to continue to do this is because the current Banner application is not accessible – one more obstacle in addition to significant revenues lost since October (approximately $2,700) for approximately 600-800 applications processed of which only 27 admitted students can be billed for the application fee. Currently, the application must be printed in the Recruitment Office because Fall ’09 has been turned off in Banner and they chose not to turn on Fall 2010 due to the inability to collect fees. Stacey Bell had discussed this with Lesa Harris prior to the decision being made. The Recruitment Office will begin traveling and recruiting/meeting with state counselors of Elementary, Middle and Secondary schools next week and they must have packets of information ready to hand out.

Lesa Harris and Stacey Bell proposed that we use CollegeNet until TouchNet is ready, tested and the script is ready so that applications may be printed. Alison stated that is not uncommon at all that universities have more than one way to apply online.

Tracey’s concerns include 1) CollegeNet does not allow graduates to apply, and 2) What about the scholarship application that is attached? Ms. Marshall responded that she is not in favor of awarding a scholarship to someone that hasn’t even paid their application fee. Alison continued that she is fine with turning on the Fall 2010 application in Banner and will deal with the loss of revenue for a period of time. But, she also maintained that we must have another application process.

Shawn Smee stated that it is embarrassing for their staff to go out recruiting and be unable to complete their application (fill out and pay the fee) online.

Anita Poyner shared that there is a place in Banner where the application fee can be charged to the student’s account and the Bursar’s Office is then responsible for collecting the payment. The student received twelve months of notices before turning the debt over to a collection agency. This would be an option until TouchNet is ready and we can go to online payment.

There was also discussion pertaining to the ability of students to complete one application through CollegeNet and submitting that same application to multiple schools. Josh Jacobs shared that he feels this is a good tool for students outside our region using the common application form to apply to MSU – students that may otherwise not be familiar with our university. It was stated that those students applying via CollegeNet would have to be directed (by e-letter) how to apply for scholarship and the Scholarship Office would have to manually enter those students into the system. Before deciding to go this route, someone would need to verity with the Scholarship Office that this process is available.

The Hobson’s link would connect the student to Banner.

Anita stated that MSU’s primary effort should be to link the application process to Banner.

Alison Marshall said she would like to have the Banner Application for Fall 2010 turned back on. Don Robertson said he and Alison are to meet with the scholarship at 10:00 this morning. Josh Jacobs will follow-up with Dr. Robertson regarding the scholarship piece with CollegeNet applicants.

Linda Miller summarized the discussion as follows:

1. Using CollegeNet is a disadvantage to students in regards to links to scholarship information and application.
2. We understand the value of those outside the region being able to find MSU via the CollegeNet application process.
3. The Recruitment Office needs CollegeNet as an application option until TouchNet is available. However, CollegeNet is not to be advertised by the Recruitment Office.
4. Stacey and Lesa will connect regarding the wording for the web application alerting students that they will be liable for the application fee.
5. Within the next six to eight weeks the application fee billing process should be a non-issue for both Recruitment/Admissions and the Bursar’s Office once TouchNet is available.

**Evisions – Transcripts:** Tracy reported that she is working on submitting information to the clearing house. She hopes to have this resolved today. Her next big project is working on evisions and transcripts. They need to review what all of the options are and get paper ordered. Meagan Short will be working with Shawn Cooper on this. They will need by mid-September (pushed back from September 1st). It will need to be determined how it will be laid out on paper so they can order the new forms. Her goal is to get a workable transcript layout.

Tracy asked if they can do a signature through evisions. With Kathy retiring, they don’t want to order paper with printed signature. They will need to have evisions installed on Meagan’s computer or give her remote access. Tracy will have Meagan get in touch with Shawn regarding this.

**Job Submission Cut-Off Time:** Dave McKenna requested a 3:00 p.m. cutoff time for job submissions. If jobs are submitted after 3:00 and are not of emergency status, they will be ready sometime the following day.

**Go Live Date for Banner 8:** The date of May 29th has been agreed upon as the Go Live date for Banner 8.

**Update on PIN Changes:** Tracy has verified that the final changes to PIN have been completed.

**Xtender:** Dave Blackburn will research this issue and report back to the Core Team

**Regulatory and Must-Have Reports Due This Fall:**

1. Brantly reported that he was unable to schedule a meeting last week with EE). He will try to meet with them Tuesday or Wednesday of this week. This report must be submitted after the October 30th – the data must be in Banner by then.
2. Tracey shared that they have a small state report due approximately September 15th for enrollment headcount by full-time, part-time, etc.
3. Anita stated that the Affordability Report is due October 15th.
4. Debbie Wagoner’s Space Utilization Report must be submitted by December 1st.
5. David Blackburn reported that the Insurance report must be submitted by the end of September.
6. Dr. Robertson needs voting list of freshman students. Tracy cleaned up the faculty/staff in HEA189. Approximately 30 unidentified students remain. Brantly said Michele is ready to pull the data for this list now.

**Hobson’s Needs:** Brantly reported that this should be loaded this week. There is an issue regarding information/data for next Spring; the format is down, there are just a few minor things to tweak.

**Representation of Academics on Core:** Linda shared that she had discussed this with Tom Denton. He is fine with this and does not feel it needs to be taken to the Steering Committee. Discussion followed with the following being determined: It seems that the chair of the faculty committee would be the sensible person to represent academics on core; Linda is good with going to Dr. Brockway and having him appoint/suggest a 12-month individual willing to make the commitment to meet each Monday; the representative needs to be someone that will keep Deans, Chairs and the Faculty Senate informed; there may be another request for representation from the Financial Aid area.

**TouchNet:** Anitareported that there are only one or two issues regarding blank screens. The only real issues remaining have to do with Internet Explorer 8.

**Duplicate PIDMs:** Tracy shared that there has been no change since last week. Shawn Cooper is looking at reports trying to do a manual version.

**Email Downtime:** Per Linda Miller, this has been pushed back due to problems. The downtime has been rescheduled for this coming Sunday at 7:00 a.m. with an anticipated one to two hour outage.

**iOffice:** Brantly reported that iOffice has been loaded. Changes are being loaded daily with future automation to come. Until then Phyllis, Shawn or Brantly will be making manual updates.

**Open Discussion:**

* Faculty Senate representatives are hot to have the ability to remove advising holds before pre-registration begins. This will require scripts that run continually to update information in real-time. This is needed by October first, per Tracy. (See page five of the Open Issues listing.)
* Dorm Addresses – A script will be run once a semester then manual updates of O.C. address and phone will be entered after that. Anita will check with Housing re: making manual updates. Tracy wants Brantly to run a script in test today.
* It was suggested that we have a separate meeting during the last week of the month to discuss the ongoing issues items coming up for the following month.
* Brantly will be on vacation the week of September 14th.

Meeting adjourned at 11:20 a.m.