**ERP CORE TEAM**

**Date: September 19, 2011 @ 8:30 a.m.**

**Location: Curris Center Stables**

**Submitted by: Carla Thomas**

**Members Present:**

**Linda Miller**

 **Brantly Travis Kristi Jackson**

**Fred Dietz Bob Pervine**

 **Carla Thomas Jackie Dudley**

 **Anita Poynor Lori Mitchum**

 **Tom Hoffacker Linda Myhill**

**Members Absent:**

**David Blackburn Josh Jacobs**

**Guests:**

**None**

**New Issues:**

* Guests – Linda Miller welcomed Kristi Jackson to the Core Team. Kristi will be serving as Core Team representative until the Registrar’s position is solidified.
* Parking Report – Per Jackie Dudley, everything is good from a Payroll standpoint. Brantly Travis reported that Bosscars is tweaking the external web component. Meghan may need to rebuild payroll for test purposes.
* Kronos – Brantly shared that the Kronos group met last Thursday. They are in the process of making modifications to the RFP and are trying to establish a time line for installation. Facilities Management wants the new system in by January. However, it is felt that this time frame may not be realistic.
* Maintenance Report – Brantly reported that there was a need to delay the regularly scheduled 3rd week of September maintenance due to a need for additional testing of patches to be installed. The first weekend in October is fall break. Core members should check the August DBAnnounce email and review the list of patches to move into production to see if there are any that are urgent. If no urgent installs are identified, maintenance will be conducted during the regularly scheduled time of the 3rd weekend in October.
* Update on Email Plans – As people hear more about this and as it rolls forward, Linda Miller has heard concerns from only one faculty member. Bob Pervine shared that the College of Science, Engineering and Technology will be moving over to the new email format October 6th. Waterfield Library and Athletics were transitioned to the new email format last week with no reported problems. The Help Desk is coordinating the change-over of administrative areas. Once the changeover is complete we will begin the process of moving toward password consolidation. Original targets were for this to begin at Christmas – but Leave and Proxy reporting requirement changes and additions has delayed that. Bob noted that changing Outlook password settings on a regular basis will not be welcomed by Outlook users.
* Security re data sharing – Per Linda Miller, historically custodians of data (i.e. the Registrar for student data and HR for employee data) have exclusively determined if the data for which they are responsible should be shared with external groups. Due to security issues in today’s world, Information Systems now needs to play a role in determining when and how data is released. Data custodians will review and determine the validity of requests; Information Systems staff will review requests from a security standpoint. IS will get involved when there are questions or on an as-needed basis.
* EPAF/Workflow – Resumption of EPAF programming and structuring was to have begun 9-1-11. Jackie Dudley raised the question: Are we going to do EPAFs? Per Lori Mitchum, as we enter mid-fall semester, time constraints are becoming an issue for commitment of 100% by Student Financial Aid/Student Employment. Spring is a much easier time for their office. Lori Mitchum stated that she would like to move EPAFs to February with an implementation goal of Summer, 2012.

Brantly Travis shared that his group could begin work in mid-October – and would prefer that his whole group be involved in implementing a solution to gain experience in EPAF development. His preference would be to have his team working on Financial Aid and HR EPAFs at the same time. If we table EPAFs until spring, can we move forward with starting some of the workflows? Brantly will review his list of workflows identified by Core earlier and determine which ones Sandy (N2 consultant) can assist developing. Jason in accounting will also begin development.

* Monarch Discussion – Linda Miller shared that Jackie Dudley’s group is looking at Monarch, a report extractor product that pulls multiple reports together into one. Initial reviews and promos indicate that this may be a possibility as a good middle ground product in the absence of a Cognos Writer on staff (third search has now officially failed). The program requires the extraction of data and dumping it into Monarch to manage the data. Enterprise Server Monarch allows an individual to compare data or pull pieces of data from various reports and combine into one report. Monarch can produce PDF reports (with a data pump) that can be put on ePrint for others (with appropriate accesses) to see. Jackie and Information Systems staff will be reviewing Monarch more this week. The goal is to get a one or two hour demo with Monarch and a larger group on campus. Linda Miller will send a date out to the group once something is set - aiming for “sometime really soon.”

**Lingering Issues:**

* Getting Employees Into the Banner System Earlier – Per Tom Hoffacker, HR is working to get new employees into the system as quickly as possible. It was agreed that new employees will need to go to HR their first day of employment and complete the I-9 form. Once that form is completed, HR will put them into the system. Tom said that HR would publish information regarding this procedure in Personnel Matters and in RoundAbout. This will operationalize earlier discussions and recommendations. Brantly will work with HR to test getting ee’s the employment role at first.
* Software Needs for P20’s in Gatehouse – Linda Miller asked if any team member was aware of software that was needed to be installed on the new P20’s in the Gatehouse. No known needs were reported.
* ERP - Related Projects – Core Team members discussed the listing of ERP-Related projects distributed by Linda Miller. Core agreed to apply the following rubric when reviewing identified wants/needs: Regulatory Requirements would rank top priority, followed by those items that are good for all, good for many, good for some and, lastly, those that are good for limited number. Brantly Travis requested that all areas develop and regularly update a google doc or listing of their needs and desires. It was also agreed that Core members should go through the list of ERP - Related Projects and give some sense of what would be the impact of these projects/requests to the institution, the difficulty/ease of completing the tasks, etc for each of these items. Core members will aim for a discussion next Monday. Linda Miller will set the ERP - Related Projects list up as a google doc for each person to annotate for their area..

**Open Discussion**

* Retention Software – Brantly mentioned that a New Systems Request form had been received for retention software. No other core members were aware of this. Brantly will give Mike Young or Fred Dietz a call to further advise.
* STARS – Lori reported that all is going well with STARS. They will be doing a dry run in mid to late October.
* IDOM and INTL Pre-Requisites: Bob Pervine shared that IDOM and INTL have been added as course pre-requisites for certain courses and asked if anyone on the Core team was aware of this and/or who had added these pre-requisites? Sheila Haley had no idea how these were added and Bonnie Higginson had Sheila remove them when they were discovered. Core felt that there are two main issues here: 1) The Provost’s Office should be the only ones with the ability to make these changes (upon Academic Council approval), and 2) The form has no tracking abilities. Kristie will talk with Sheila regarding doing an audit of the matrix to see who may have been given revision capabilities in the beginning when we were setting up the Banner system) that may no longer need these capabilities. The Provost will determine who will have access to change/add prerequisites.
* Bob underscored significant dissatisfaction with Banner as expressed by the Academic side of the house. With no technical resources dedicated to resolving Academic needs – we have a limited ability for improving the academic experience with the system. Linda reported that CTLT had made the same observations in a formal meeting, presentation, and list of needs just last week. Linda and Bob will meet to review this list. Core responded that resources in IS are not adequate to support campus needs for the functional areas and for the academic areas.

Meeting adjourned at 10:33 a.m.