ERP Planning Group Minutes

Date: November 11, 2015

Attendees:
Present: Jacob, Chuck, Somer [phone], Donna, Heather, Mary, Matt, Rose, Ruth, Scot, Mark, Leah, David V [phone], Amanda
Absent: Renee’, Karyl, Dave H, Jaimie

Agenda:

1. Welcome & Good things (All)
   A. Registration is open – no major issues to-date.

2. Needs (All)
   A. Mary is on a Presidential Committee to look at student attributes and needed to know if there was a software that can be utilized.
      i. Education uses Tk20 and in December Blackboard will be onsite for four days demonstrating their ePortfolio tool which may replace Tk20.
      ii. Ruth to add Mary, Chuck, Somer and Leah to this demo.

3. SciQuest update (Renee’)
   Sourcing and AP Director Update per email: We are underway with implementation and looking to complete Sourcing before the Christmas Break and AP Director by the end of January. We will not roll out Sourcing Director to end users until after the first of the year due to time constraints. It will be a phased roll out to those departments who obtain informal bids, and submit Requisitions for formal bids/RFPs. Procurement will begin using it at Go Live, and our department stands to gain the most efficiencies with the new module. We appreciate all of the help of IT staff with the two implementations during this short timeframe for both modules.

4. Ellucian Live
   A. Proposals submitted that IT knows about:
      i. Data Governance (IT)
      ii. Data Dictionary (IT/IE)
      iii. Emergency Tuition & Fee Loans (IT, FA)
      iv. Transfer Equivalency (Admissions)
      v. Address Verification (IT)
      vi. Automating Fiscal Year Rollover (IT, Controller)
      vii. Budget Development, Salary Planner, and Cognos (Budget, Payroll, IT)
      viii. Building a Business Analyst Practice (IT)
      ix. Re-Architecting Banner Security (IT)
      x. Leave Reporting for Non-Exempt Employees (Payroll)
   B. Registration
      i. Registration will open this month; however, notification of acceptance of proposals will not be known until December; consider registering after that time as a discount is given to the primary presenter.
ii. Mark provided TCC Discount Information:
   - ELCC16TCC is the discount code that is unique to TCC.
   - You can use this html to share this information with your members: http://www.ellucian.com/emails/email-ellucianlive2016-reg-tcc.html
   - Please distribute this offer however you would like. It can be posted to your website or you can send it directly to your members.
   - We need you to share the url above as it communicates some key points for your members around this discount code such as the expiration date of 1/22/16, and an email address to use with questions (ellucianlive@ellucian.com). Also it notifies them that only 1 discount is permitted for each person and it is not applicable to the combination packages as those are already discounted.

5. Banner XE Progress
   A. SHSU is a Beta member for Registration 9.3
   B. SHSU is a member of the DPG for: Leave Reporting, Time Sheets, Leave Request, and Salary Planner
   C. DPGs vs. Beta opportunities
      i. Development Partner Group (DPG) members provide feedback to Ellucian about desired functionality before and during the software development process, and also volunteer as Beta partners.
      ii. Beta partners test software that was developed before it is released to the general public.
      iii. What role does SHSU take and when?
         - Depends on workload, strength of functional and IT support in subject.
         - Opportunities are advertised on eCommunities. IT tries to reach out to the functional areas as they come up.
         - Sometimes price breaks are given to DPGs and Beta members.
         - Able to provide input to make changes to the product.

6. What Banner/ERP functionality should be protected by Two-Factor Authentication?
   A. IT is playing a proactive role in adding additional security measures at SHSU. A product that the System Office and SHSU are looking into is a product called Duo for two-factor authentication which provides identification of users by means of the combination of two different components. These components may be something that the user knows, something that the user possesses or something that is inseparable from the user. For example: Banks (Card and PIN) and Google (PW and 6-digit numbers). Two-factor authentication is becoming an industry standard/best practice for cyber-crime prevention.
   B. IT is looking at the possibility of a 10 license trial pilot. Jacob asked what combinations of SHSU applications and user groups should be protected by Two-Factor Authentication? For example All Faculty/Staff operations? All INB/Transformation functions? Mobile/Wireless? On/off-campus use? Some areas noted were:
      i. Payroll - More self-service functionality.
      ii. Ruth – Sacs Accreditation for Blackboard.
      iii. Heather – Ways to help parents.
      iv. If there are any others, let Jacob know.
7. Luminis (mySam) Portal replacement
   A. Current functionality in use
      i. Delivered Ellucian portlets (e.g., Leave Reports, Time Sheets, Financial Manager, Document Approvals)
      ii. Static Content
      iii. Targeted Announcements
   B. What other functionality is needed/wanted so that IT can narrow down the technology to support “MySam”.
      i. Notification sent outside of Luminis via email or text
      ii. Modernize the site for students and advisors
      iii. Make mobile friendly
      iv. Department to edit their content easily
      v. Targeted course evaluation survey links
      vi. MySam should be the one place that everyone goes for access and information

8. What ERP-related Budget Requests are you considering for FY17?
   A. Mary – SSC Campus
      i. IT to help centralize the request since it is used by 3 divisions (Enrollment Management, Student Activities, and Academic Affairs).
      ii. Insight Module
   B. Ruth – Blackboard Extract – Gradebook Tool
   C. Any others that IT needs to know about, please get with/submit to Jacob this month as his budget is due to the VP in December.

9. Needs Revisited
   A. Confirmed who is to be added to the upcoming meeting for the Blackboard demo.

10. Adjourn (Jacob)
    A. Without leaps of imagination, or dreaming, we lose the excitement of possibilities. Dreaming, after all, is a form of planning. (Gloria Steinem)

Attachments:
1. Legacy Program Decommissioning Project Update for November