Sam Houston State University
A Member of The Texas State University System
Division of Information Technology
Enterprise Services

ERP Planning Group Minutes

Date: September 14, 2016

Attendees: Mark Adams, Donna Artho, Ruth Chisum, Jacob Chandler, Somer Franklin, David Hammonds, Karyl Horn, Rose Kader, Matt McKnight, Tessy Rappe [phone], Amanda Withers

Agenda:

1. **Welcome & Good things (All)**
   A. DeLynn's XE training has been successful.
   B. Donna and Dave H served lunch to students at the Administrators and Organizations Fair.

2. **Needs (All)**
   A. Somer – Proper approach for address issues, especially online students' addresses.
   B. Mark – Promote/direct students to the Blackboard Ap.
   C. Mark – ADA accessibility map needs to be on the SHSU Ap.

3. **Call for Ellucian Live Presentations (Jacob)**
   A. Submission deadline is September 23, 2016 for individual and joint proposals.
      i. http://www.ellucian.com/EllucianLive/Call-for-Proposals/
   B. Please let Jacob, Chuck, or Matt know if you or your teams are interested in presenting together. They will also be reaching out to end-users on their topic ideas for presentation proposals. In the past, we've seen great success with submitting two presentations around a single topic: one from the IT perspective, and one from the business perspective.

4. **Banner and ERP Program Access Review (Jacob)**
   A. Reminder that, in October, we will send our annual notice to review access to all programs.
   B. Although this clean-up should occur throughout the year, this is an opportunity to perform an exhaustive review to:
      i. remove any users that may were missed.
      ii. Confirm that roles and access levels are still appropriate considering new software, changes in process, etc.
   C. Jacob to look into Somer's T:drive access review questions.

5. **On-Demand Subscription Library (ODSL) Access (Jacob)**
   A. Responses received so far (from email sent on 8/22):
      i. Karyl Horn, Cindy Bradfield, and DeLynn Say
      ii. 4 additional licenses still available
   B. Licenses can be reassigned every six (6) months and are included in the annual Banner renewal.

6. **Update on Concur/CTP (Tessy)**
   A. Concur is now live. A link to the tool can be found on the MySam page under Employees tab, Travel section, "Concur Booking Tool".

B. Feedback from anyone in this ERP group that has used the tool would be appreciated.
C. Group trainings held the week of August 15, 2016; and, Roz has given several one-on-one trainings to divisions since that time.
D. Working through issues with the data feed from Banner regarding names on government issued IDs and what needs to appear in Concur for tickets, etc.
E. Working with IT to add links to Concur in My Sam.

7. Update on Ellucian Travel & Expense Management Powered by ChromeRiver (Tessy)

A. The travel and expense module will allow users to create the travel request (Requisition) for approval in the system, and when returning from their trip, flipping that request to their travel expense report. Everything will be maintained in the one system, and it will eliminate the need for the paper document.
B. Anticipated timeline: Implementation to begin in January 2017. Campus Go-Live September 2017.
C. Submitted a request to hire a consultant to work on policy/procedures for this module.

8. How do we redeem our 1200 Ellumination points? (Jacob)

A. http://www.ellucian.com/ellumination/
B. These are redeemable credits that SHSU gets for participating in things like beta groups, testing, surveys, etc. They expire November 2016.
C. The group was at a consensus to apply the credits (1,000) to license fees and "Swag Bags" (200).

9. Electronic Document Policy (Jacob)

A. Jacob is drafting electronic document policy, and hopes to share with ERP group by 9/30/16.
B. He will be seeking ERP group feedback before forwarding to others for approval.
C. Basic considerations:
    i. Are electronic records suitable replacements for paper documents? That is, can paper documents be shredded once the electronic version is verified to be valid?
    ii. What is the official system in which paper documents must be stored?
    iii. How can we enforce retention policies on these stored documents?

10. Esignature (Jacob)

A. TSUS is considering a system-wide approach to facilitating eSignatures.
B. IT@Sam is currently testing one of the options, and developing test scenarios to use with any solution. We will need your review of these scenarios to ensure it is as exhaustive as possible.
C. File duplication is a current concern.

11. Reporting Sub-Committee

A. SHSU has used ODS and Cognos since our 2010 go live with Banner. In that time, the reporting landscape has changed for our campus in the areas of people, process, and technology. The services that Ellucian is providing is also evolving.
B. Discussed the need to create a sub-committee that will report to this group.
    i. Provide a name or names to Jacob by Wednesday, September 21 ,2016.

C. The subcommittee would review current solutions and document any limitations or unmet needs, then evaluate the market to confirm that the existing solutions are still the best for SHSU, and/or propose a budgeted initiative to move to a new product.
D. Some information to note:
    i. Karyl - Payroll cannot run without the Cognos Report – they rely heavily on the output.
    ii. Karyl - Query Studio is a dynamic tool and a must have
    iii. Amanda - The complexity of the current system does not allow for the next level of presentation.
    iv. Donna – Staff can assist with report writing – "Caring is Sharing".

12. Needs Revisited

A. Somer – Matt to get more information to Somer regarding the Degree Works upgrade and Courseleaf integration.

13. Adjourn

Attachments:

- None