Date: October 12, 2016

Attendees:
Mark Adams, Donna Artho, Ruth Chisum, Jacob Chandler, Somer Franklin, David Hammonds, TJ Harris, Karyl Horn, Rose Kader, Matt McKnight, Scot Mertz, Chuck Mize, Leah Mulligan, Tessy Rappe, Mary Robbins, Renee’ Starns, Heather Thielemann, David Verghese, Amanda Withers

Agenda:
1. Welcome & Good things (All)
2. Needs (All)
3. Finalize Reporting Sub-Committee Membership
   A. Here are the members that have been submitted so far:
      i. Jacob Chandler
      ii. Chuck Mize
      iii. Matt McKnight
      iv. Lisa Tatom
      v. Xiaohong Li
      vi. Cynthia Bennett
      vii. Amanda Withers
      viii. Jamilyn White (Faculty reporting)
      ix. Andy Oswald (College reporting)
      x. Somer Franklin (Academic Affairs reporting)
      xi. Bob Chapa (Bill Tidwell as secondary)
      xii. Charity Walker
4. Software Renewal License Confirmations
   A. Annually, IT@Sam renews software titles for ERP and other products and services.
   B. IT@Sam is contacting Application Administrators as each title renews to confirm that they:
      i. Still need the license, and
      ii. Agree with current license counts.
5. Banner Upgrade Process Review
   A. Communication from IT about upgrades in development, testing, and productions installs
   B. Coordination of Department-Level Testing and Communication
6. Budget Preparation Discussion
   A. The following are ideas that ES have for budget requests:
      i. Process Improvement Analysis (PIA)
Ellucian Recommends that we conduct PIAs every 5-7 years to ensure we are using the latest features and products to their fullest extent. Ellucian currently offers PIAs for:
   a. Human Resources
   b. Finance
   c. Student, AR, and Financial Aid

The Human Resources

Reporting/Analytics System
   This budget request/recommendation will be originate with the Reporting Sub-Committee and be routed through the ERP Planning Group.
   Current ideas include Evisions Argos and Ellucian Analytics, but these are not exhaustive of the options that exist.

Portal
   We are still using Luminis 4, but will need to migrate to a new/different portal environment.
   We have two options that bubble to the top today:
   a. Create a portal using existing capabilities (our programming staff) or technologies (DotCMS)
   b. Purchase and implement the Ellucian Portal.
   Ellucian is talking about another portal option coming in the near future.

Banner Capture or Ellucian Content Management
   From Marketing documents: “Banner Capture streamlines processes by automating the capture of documents and other unstructured content from anywhere, including mobile devices. Key information is intelligently extracted and validated against Banner, which saves time and limits involvement from other valuable resources.”
   Links:
   Which departments have paper forms that cannot be digitized or for which SHSU is not the owner?

Banner Document Retention
   Houses retention schedules for documents in Banner Document Management (BDM) and facilitates purge of documents beyond retention cycle.
   Link: http://www.ellucian.com/Software/Banner-Document-Retention/

Ellucian Workflow or

B. What budget requests or projects are you considering for FY2017?

7. Needs Revisited

8. Launch
   A paraphrase of G. K. Chesterton by Neil Gaiman is:
Fairy tales are more than true – not because they tell us dragons exist, but because they tell us dragons can be beaten.

As we

Attachments:

- None