ERP Planning Group Minutes

Date: April 12, 2017

Attendees:
Mark Adams, Terry Blaylock, Ruth Chisum, Karyl Horn, Rose Kader, Matt McKnight, Chuck Mize, Tessy Rappe, Renee’ Starns, Heather Thielemann, Amanda Withers, TJ Harris [Phone: Somer Franklin, David Hammonds, David Verghese]

Agenda:

1. Welcome and Good Things
   A. Ruth – SHSU is the first university to setup the 60x30 online initiatives.
   B. Ruth – Beginning a two year process to update the look and feel of online courses.
   C. Mark – Congratulations for leading the way in the Banner XE transformation.
   D. Karyl – Presenting at TCC on Employee Profile in hopes to get other schools onboard.
   E. Renee’ – She and Jeremy will be attending Jaggaer (formerly SciQuest) User Group end of April on the Sourcing Module.
   F. Chuck – No leaks despite the roof being replaced in the middle of yesterday’s storms.

2. Needs List
   A. None

3. ChromeRiver (Renee’)
   A. Chuck noted that ChromeRiver has gone through the evaluation phase and is in the acquisition and planning phase on the Job Board.
   B. Renee’ gave an update on the progress of this initiative and stated that they are moving on target. One concern is the need for feedback from Ellucian to understand and make sure the process on encumbrances and budget checks will work.
   C. Mark extended his help, if needed, to move Ellucian along with the process.

4. PaymentWorks Snapshot (Renee’)
   A. Chuck noted that PaymentWorks is in the evaluation phase of the Job Board and asked Renee’ to be the first to present the snapshot draft form to the ERP Planning Group.
   B. Renee’ gave an overview of PaymentWorks stating that this is a Cloud based product that will allow for the onboarding of suppliers in an automated and more efficient way. It will alleviate the need for departments to request hard copies of W9s and relieves the departments of the liability of having that information in their possession, thus putting the University at risk of that information being breached or stolen. A simple email sent from the tool to the supplier will allow the supplier to register through the tool. PaymentWorks will then verify the address and bank routing numbers, check for sanctions and verify TINS, which if incorrect, will result in fines to the University. This product will have a bi-directional integration feed to Banner to allow vendors the ability to see the status of invoices.
   C. Renee’ is hoping that this can be implemented by May 2017 and asked to swap this initiative with that of the Total Contract Manager initiative on the priority list. Chuck
suggested that IT map out the integration and impact of this initiative before it can be properly sequenced into the current integration workload.

D. Renee informed the group that the vendor approached SHSU about this product and offered this service at no charge for three years as a way to gain business in the Texas market. Thereafter, the yearly fee will be reduced based on the number of references that SHSU makes for the product, or the option to not continue with the product is available.

E. The group commented on additions to the snapshot format asking to capture who the initiative will involve so that each area can weigh in and be able to base their decision on the resources or outcomes that it will produce. It was noted that it would be beneficial to send the snapshot out prior to the meeting.

F. Chuck clarified that this document will come after a ticket has been submitted into the evaluation queue in Cherwell and will be completed with the help of a Business Analyst.

G. Mark stressed the importance of identifying goals that are measurable to ensure the product is meeting the needs of the university.

   ➢ Review the ERP Planning Group Project/Request "Snapshot".

5. SHSU Digital Facelift (Chuck)
   A. Chuck explained that there are three initiatives that are similar in look and feel: Windows 10 upgrade, the Portal, and Banner XE. These initiatives should accomplish goals that campus wants by being more mobile friendly and having a responsive websites and compatible browsers. If packaged and communicated correctly, these three initiatives together would create a more modern and consistent experience for campus.

   B. Chuck asked for feedback on the feasibility of packaging and rolling these initiatives out together by Fall 2017 as a “Digital Facelift”. He explained that there are still some problems with each that are being worked out; however, campus will go through one initiative in a short amount of time versus three separate initiatives/changes over a longer period of time. This will allow IT staff to pull resources together to ramp up a support structure for a short period of time to alleviate the bulk of the problems/questions that campus will have at the beginning of the semester.

   C. Karyl questioned rolling out Banner XE when there are major glitches that have a significant impact to the data not being reliable for some of her programs. The group discussed other issues with Banner XE such as timeouts.

   D. Chuck explained that there are several pieces that do work but until the whole campus is using them, we will not know the full impact of what does and does not work.

   ➢ Functional areas to report issues to IT.

6. Data Standards Committee (Chuck)
   A. Chuck reminded the Group of a survey that will go out initially to the Data Standards Committee.

   ➢ Verify the member listing and send Chuck any additions or corrections by April 21, 2017.
   • Artho, Donna
   • Franklin, Somer
   • Hall, Lydia
   • Hammonds, David
   • Horn, Karyl
7. **Needs List Revisited**  
   A. Mark noted that EduNav is being evaluated.  
   B. Mark noted that the DO program is evaluating an admissions product different than Banner.

8. **Launch**