ERP Planning Group - Minutes

Date: November 8, 2017

Attendees:
David Hammonds, Rose Kader, Scot Mertz, Chuck Mize, Dana Grant [Phone: Donna Artho, Karyl Horn, Tessy Rappe, Mary Robbins, Amanda Withers, David Verghese]

Agenda:

1. Welcome and Good Things

2. Needs List
   - Chuck needs to get with Renee’ about FO-19 – TSUS Rules & Regulations
   - Dave H. to meet with Chuck briefly after the meeting
   - Karyl has questions on Bandevel

3. Discussion Topics
   A. Patch & Release Scheduling Procedure
      - Chuck gave a brief summary of past discussions regarding patch and release schedules. In summary, the proposed plan below should help everyone know when and what patches/releases are planned so that every area can be prepared for the release or given the opportunity to defer them; and, the frequency of the release schedule will reduce the number of patches to help keep us in sync.
      - Chuck provided a calendar example beginning January 1, 2018 on how the below procedure should work.
      - Bi-monthly Patch & Release installs will be scheduled for the first day of every other month at 6:00 pm.
      - Vendor releases to be considered for a given release cycle will be installed in DEV and made available for review during the first week following the Bi-monthly Patch & Release scheduled install.
      - Functional area testers and administrators will received notice of items to be included in the current release cycle the Monday of the second week of the release cycle. An option to “Deferral” and “Comment” will be available for each release item.

      ➤ Please provide Chuck with names of those in each area that are to receive notice or want to receive notice so a distribution list can be built.

      - A Bi-monthly patch meeting will be held to answer/discuss functional/technical questions the second week of the release cycle.
      - A final patch/release list will be distributed in week six of the release cycle for final evaluation.
      - Silence is consent. Any non-deferred items will be installed at the scheduled time
Scot questioned if this process applies to emergency patches that are needed for financial or security compliance. Chuck confirmed that it did not and emergency patches will be handled as they are now. This process is for the “bulk” items. Emergency patches are usually single patches that only affect one specific area that IT will work with.

Karly requested that IT provide additional information on the patches as the one-line description does not give a good overview of what the patch is or what it potentially could affect. Chuck explained his team is working on a web location where this information can be placed that is the same for everyone to see.

The Group was at a consensus to approve this scheduling procedure. No one spoke in opposition; those present that voiced their support were: Dave V., Dave H., Scot M., Donna A., Mary R. and Chuck M.

B. Annual Data Custodian Access Audit
   
   Chuck explained that he is working on an instrument to make the annual Data Custodian access audit easier and at a convenient time.
   
   - Audit Timing Considerations
     
     ➢ The Group was at a consensus that March would be the best month to be sent the audit information to review.
   
   - Audit Instrument
     
     ➢ Chuck stated that IT is working on an instrument that is more comprehensive than in years past. It should include the Data Custodian and each of their systems they are responsible for. Under each system then, will be the users that have access to that system. The Data Custodian then will have a means in which to confirm who should have access and to identify those that should no longer have access to each of their respective systems.

C. Banner 9 / Portal
   
   Chuck reminded the Group that the “Digital Facelift” changeover will take place on 12/15/2017. Please remind your areas of this change as IT has been sending notifications to campus and holding orientation sessions. This should not be a surprise.

4. Needs List Revisited
   
   A. Chuck is working with Renee’ on a broken link to the TSUS Rules & Regulations on a form.
   B. Chuck will look into Banner 9 being in development instances for Karyl.
   C. Dave H. to meet with Chuck briefly after the meeting.

5. Launch
   
   Look at a stone cutter hammering away at his rock, perhaps a hundred times without as much as a crack showing in it. Yet at the hundred-and-first blow it will split in two, and I know it was not the last blow that did it, but all that had gone before.

   - Jacob Riis