ERP Planning Group Minutes

**Date: December 13, 2017**

1. **Welcome and Good Things**
   A. Dave – Payroll has moved to the Thomason Building. Other offices will begin moving the 2nd week of January.
   B. Scot – Grade Roll/End of Term processing went successful. Degree evaluations in process.

2. **Needs List**
   A. N/A

3. **Discussion Topics**
   A. Committee Development / Activities for Next Term
      - The Group discussed:
        - The need to revisit the purpose and function of the ERP Planning Group. There seems to be a disconnect between the perceived and actual authority of the Group.
        - A process needs to be established to define and act on an actual problem or initiative that this Group is being asked to make a decision on.
   B. ERP Cloud Services Strategy and Discussion Guide
      - Chuck presented a PowerPoint to explain what Cloud Services are.
      - Due to time, further discussion is needed for guidance from this Group on when it is appropriate to use a Cloud Service and the affect that use of a service has to the university as a whole.
   C. Ellucian/Banner Work Flow
      - We currently have Banner Work Flow; however Ellucian is now offering the Cloud Service called Ellucian Work Flow.
      - Due to time, this item will be discussed in further detail at the next meeting.
   D. “Digital Facelift” Go-Live on December 15, 2017
      - Chuck reiterated that the MySam and Banner will be upgraded to the “new” version/portal on December 15, 2017.
      - Training has been provided to the Help Desk and a special team has been assigned to take the calls that we anticipate to receive beginning Monday (12/18/2017) and then after the break through the beginning of the Spring semester.
      - Please ensure your department is ready for this transition.

4. **Needs List Revisited**
   A. N/A
5. Launch