ERP Planning Group Minutes

Date: February 14, 2018

Agenda:

1. Welcome and Good Things
   A. Scot – Ellucian assisting with CPoS
   B. James – I-beams in place for the skywalk from the LSC to the garage
   C. Somer – Restoration of the Admin Building progressing
   D. Dave H – Finance and Operations moved to the Thomason Building

2. Needs List
   A. Dave H - EPAF Transaction Report
   B. Donna - ODS issues

3. Committee Purpose - Review
   A. Create and maintain a strategic roadmap for the ERP System.
      - The ERP System is a resource that supports the various areas on campus. A holistic view and approach is needed.
   B. Plan and ensure alignment of daily actions with strategic initiatives through coordinated decision making and prioritization of initiatives.
      - Each area brings a unique view on their own area's use and need of the ERP System. This group brings those views together to create the larger picture where growing pains and prioritization can be discussed.
   C. Participate in a system-wide decision-making process regarding ERP changes.
      - Discussion resulted in the realization that there is no easy way to bring forward and look at the work load to get to the point to make decisions.

4. FY2019 Budget Requests & Expected Projects
   A. Budget Request
      - IT does not know what each department’s technology or budget needs are; however, if included in on the early discussions, IT can be a partner to help collaborate and find technology solutions. At the same time, IT can be able to plan and assist with the requests and coordinate future implementations with the help of this Group.
   B. Review of current expected projects
      - Chuck provided a draft list of initiatives that IT is exploring with several departments across campus. This will help coordinate efforts so that this Group can look at the strategic initiatives of campus as a whole.
Rose to provide the draft initiative list through One-Drive. Each area is to add all current and future initiatives that involve the ERP System.

Somer to set up a meeting with Chuck to discuss the needs of Academic Affairs and how best to coordinate the several areas.

5. General Patch Release Schedule
   A. Chuck provided a Patch & Release Scheduling Procedural Update
      • Bi-monthly General Patch & Release installs will be scheduled for the first day of every other month at 6:00 pm.
      • Bi-monthly General Patch installs will occur on the following dates: February 1, April 1, June 1, August 1, October 1 and December 1.
      • 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 receive notice of items to be included in the current release cycle the Monday of the second week of the release cycle. An option to “Defer” and “Comment” will be available for each release item.
      • 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.
   B. With this update, no general patches are scheduled for March 1 as originally discussed.
   C. Communications will be sent out by IT to the following individuals:
      • Teresa Ringo (Registrar)
      • Lydia Hall (Fin Aid)
      • Karyl Horn (Payroll)
      • Debra Holl (Bursar)
      • Amanda Withers (Controller)
      • Cynthia Bennet (HR)
      • Angie Taylor (Admissions)
      • James Webb (TSUS Finance)
      • Casey Campbell (IT)
      • Angela Whitlock (IT)
      • David Johanson (IT)
      • Kelly Bentsen (IT)
      • Mike Taylor (IT)

   ➢ Provide Chuck/Rose with a list of key individuals that your respective areas need to be included on the communication.

6. Needs List Revisited
   A. Somer – IT institutional knowledge concern as tenure IT staff members leave SHSU.

7. Launch