ERP Planning Group Minutes

Date: May 9, 2018

1. Welcome and Good Things
   A. Karyl – Successful Testing for Two-Factor Duo Authentication for Direct Deposit
   B. Dave – Migrating personnel files (75 year retention period) from microfiche to BDMS

2. Needs List
   A. Donna – Any additional needs for the budgeting process from this Group? Chuck stated there were none at this time.

3. Intranet vs Internet (Renee’)
   A. Renee’ discussed that she attended a conference last week where she learned of other schools beginning to see an increased number of fraudulent activity due to internal employee related forms being on the internet and able to be accessed by the general public.
   B. The Group discussed the possibility of moving those forms to the intranet and is needing guidance on this to reduce this increasing risk to Sam Houston.
   C. Mary informed the Group that there is discussion at the Cabinet level regarding the possibility of a complete website overhaul and suggested that this needs to be brought to their attention at this time.
   D. The Group made a recommendation to advise the Cabinet of the need to consider the risk of having internal employee related forms currently on the internet and evaluate the possibility of moving employee related content only to the intranet. This will help align with strategic initiatives to bring efficiency and potential version control of documents all in one place.
      ➢ Rose Kader to coordinate and seek guidance on the protocol to submit the Group’s recommendation.

4. Data Standards – Address Coding Request (Chuck)
   A. Chuck discussed that the survey for addresses was completed and that we need to continue to move forward with the request to continue to cleanup data standard issues for addresses.
   B. Somer and Donna volunteered to again lead the Data Standards Sub-Committee to identify the current address types, define the types, combine types where feasible, and communicate this change to sustain the work that is being done.
C. Data Standards Sub-Committee Members
   ➢ Please review the current list and advise Rose Kader of any additions or changes.
   • Artho, Donna
   • Franklin, Somer
   • Hall, Lydia
   • Hammonds, David
   • Horn, Karyl /Walker, Charity
   • Director, Technical Architecture [Vacant]
   • (Lewis, Judith)
   • Pascarella, Mary
   • Smith, Edgar
   • Starnes, Renee’
   • Thorn, Trevor
   • Tipton, Joellen
   • Verghese, David
   • Withers, Amanda

5. Future ERP Group Direction (Chuck)
   A. Chuck updated the Group that Dr. Judith Lewis was hired as the new Associate Vice President for Enterprise Services and will take over the leadership and direction of this Group beginning in June.

   B. Chuck discussed that this group was originally formed for the Banner implementation and has since grown in scope. Dr. Lewis will work with Mark Adams and other Vice Presidents to evaluate the current needs and directions to better define the scope and authority of the ERP Planning Group.

6. Needs List Revisited
   A. N/A

7. Launch