ERP Planning Group Minutes

Date: July 8, 2015

Attendees: Jacob, Chuck, Rico, Leah, Dave, Karyl, Mary, Somer, Mark, Donna, Scot, Renee’, Rose

Absent: Heather, Ruth, Jaimie, Aaron, Matt

Agenda:

1. Welcome & Good things (All)
   A. Grades First
   B. SciQuest

2. Needs (All)
   A. Data Standards Subcommittee has been created
      i. First meeting scheduled for July 28, 2015
         ➢ Jacob - Add Donna Artho to this subcommittee

3. Upcoming Activities (Jacob)
   A. Week of August 10 – Availability of Enterprise Services will be limited due to training

4. Banner XE Update
   A. TCC Planned XE Release Schedule – see attached.
   B. In Production:
      i. Faculty Grade Entry (replace Banner 8 functionality)
      ii. Advisor/Student Profile (new functionality)
         ➢ Mary – Add Advisor Profile to the August Advisor meeting agenda
   C. In Test:
      i. Attendance Tracking (replace SamMenu functionality)
      ii. Employee Profile (new functionality)
   D. Future Modules:
      i. Registration, Budget and Salary Planner
   E. Ellucian Mobile has replaced Blackboard Mobile
   F. Beta partnership opportunities:
      i. Web Time-Entry, Leave Reporting (confirmed)
      ii. Registration (approval pending)
      iii. Budget Development and Salary Planner (approval pending)

5. Nell and SamMenu Legacy Program Reduction (Chuck)
   A. Chuck Mize provided a document (attached) describing the current status of identifying and decommissioning legacy Cobol software and data. A list of those programs decommissioned will be attached with the minutes.
   B. By January 1, 2016, Enterprise Services should know all the programs being used, and work with departments in 2016 to plan how and where to transition the programs as the hardware will be out of support in 2017.
   C. Will need to hold discussion in the future on document imaging and the purging of data.
6. **Distributed Access**
   A. By implementing Banner, other third-party products, and updates to our in-house software, IT has enabled departments to have more control over the configuration of their respective systems. As Voltaire said, “With great power, comes great responsibility.” The people with this responsibility are called Application Administrators and have certain responsibilities. IT has created a list of responsibilities and a guide for selecting a good Application Administrator.
   i. Application Administrator document attached for review
   B. IT is investigating other options for distributing access and configuration
   i. Reporting
      ➢ Working to add additional access for various types of report writers
   ii. PerfectForms
      ➢ Enterprise Services will hold training to provide guidance and support as a second Cohort is being formed to further evaluate this product.
      ➢ Karyl shared an observation that PerfectForms does not have the electronic signature displayed. Her office had to create a back-end report to identify and verify signatures.

7. **Needs revisited/Other Business**
   A. Monitors around campus displaying out-of-date information.
      ➢ All – Send Jacob the location of monitors displaying old information.

**ATTACHMENTS:**
1. TCC Planned XE Release Schedule
2. Legacy Program Decommissioning Project Update
3. Legacy Program Decommissioning List
4. Application Administrator