ERP Planning Group Minutes

Date: September 10, 2014

Attendees:
Donna Artho, Jacob Chandler, Ruth Cubas, Somer Franklin, Dave Hammonds, Karyl Horn, Aaron LeMay, Matt McKnight, Scot Mertz, Chuck Mize, Rose Kader

Agenda:

1. ERS Staffing and Support Model Update (Jacob Chandler)
   Jacob discussed that he continues to progress his operations to a team-based support model rather than having a single individual that supports an area.

2. ERP Priorities (Jacob Chandler)
   Jacob continued his discussion from the last meeting on the ERP Priorities list for FY 2015. This list will be looked at once a month and will continue to be updated as priorities change. Members discussed that the list is an ambitions list and they all need to better understand the importance of what is on the list. The idea of a secondary document that gives a status of each project and the point of contact for each item was discussed.

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<th>ACTION ITEMS</th>
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<td>Draft a more detailed list regarding the priorities</td>
<td>Jacob Chandler</td>
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3. SciQuest Update (Jacob Chandler, John Hitzeman)
   Jacob stated that September 29, 2014 is the anticipated Go-Live date for limited users in Finance and Operations and Information Technology as a test group. It is also anticipated that SciQuest will be rolled out to the rest of campus in Spring 2015. A dynamic training schedule is being worked out to train one division at a time and then by college for Academic Affairs. There will be a training and a transition period from entering requisition in Banner INB over to SciQuest.

4. Reporting Update (Chuck Mize, Donna Artho)
   Donna stated that the transition from Cognos 8 to Cognos X had minimal issues. The FAQ that was provided to the Help Desk was one tool that made this transition successful. Archiving of reports and communications with end users is on-going and work continues with Data Cookbook to ensure each user has proper access. Despite this upgrading taking place at the end of the fiscal year and during registration, this has been a successful transition. Further work is still needed to accomplish the goal of having Institutional Effectiveness as the author of all the reports.

5. Launch
   Josh Billings was the pen name of 19th-century American humorist Henry Wheeler Shaw. He said, “Consider the postage stamp: its usefulness consists in the ability to stick to one thing till it gets there.”

6. Next Meeting
   October 15, 2014