ERP Planning Group - Minutes

Date: October 11, 2017

Attendees:

Donna Artho, Rose Kader, Linda McIntosh, Matt McKnight, Chuck Mize, Mary Robbins, David Verghese
[Phone: Karyl Horn, Leah Mulligan, Tessy Rappe, Heather Thielemann]

Agenda:

1. **Welcome and Good Things**
   A. Mary - Mid-term and excellent weather
   B. Donna – Might be able to certify Fall data today
   C. Linda - Live to Lead was a great program
   D. Karyl - Digital Facelift Open Labs – everyone should attend

2. **Needs List**
   A. Dave V. - Move from phone lines to data lines for credit card processing
   B. Mary and Heather - Student planner needs that help students plan their class schedules
   C. Matt - Banner Job Submission Shares are being moved tonight

3. **Discussion Topics**
   A. Updates
      - Data Standards – New Address Descriptions (Donna A.)
        - The following two addresses have been created and are in production. This is a result of FAFSA and Apply Texas incoming data that uses these addresses.
          - PA - Parent/Guardian 1
          - P2 - Parent/Guardian 2

      - TSUS TouchNet Contract (Dave V.)
        - A System-Wide RFP was conducted. TouchNet was selected and the System is in the contract phase. Our individual, current contract with TocuhNet expires on October 31, 2017; however, the Board of Regents will not meet to finalize the contract until mid-November. SHSU will have a 2-4 week contract with TouchNet during this period. The pricing for the System contract is about 10-15% less than our individual, current one-year pricing.

      - TSUS Payroll Support (Tessy R.)
        - SHSU will be hosting the TSUS payroll at SHSU. There will be two separate Banner instances; which means our payroll office will be running two separate payrolls (ours and TSUS). This has been in the works for about a year and really kicked off in July, 2017. It is anticipated that January 1,

2018 will be TSUS's first payroll with SHSU. We currently host their finance instance. Hosting both instances positions SHSU well for the future.

- Windows 10 – Print Server change (Chuck M.)
  - Reminder that an email should have went out informing people of the need to re-add their printers (to the new print server) before November 3, 2017. Should any issues arise, the Help Desk can assist with reconnecting to the printers.

B. Patch & Release Scheduling Procedure Discussion
- This is a launching point so that we can move forward in resolving the patch & release schedule planning issue that has been discussed for the past several months.
- The proposed process will be brought before the Group for adoption at the November meeting.
- The adopted process will support the following steps.
  - Bi-monthly install dates will be scheduled perpetually
  - Vendor releases will be installed in DEV and made available for review prior to each 8 week release cycle
  - An option to "Defer" and/or "Comment" will be available for each patch/update item
  - A Bi-monthly patch meeting will be held the first week of the release cycle to answer/discuss functional/technical questions
  - Any non-deferred items will be installed at the scheduled time

C. Banner 9 / Portal (Digital Face Lift)
- Change date set for 12/15/2017
- This date must not be postponed due to Oracle Form Technology no longer being supported in Java 9 (Banner 8 will not work). Java 9 was released in September.
- New portal and Banner 9 are currently live. Please encourage staff to use it now.
  - http://portal.shsu.edu
- Feedback open labs have been scheduled. So far, good comments have been received from the first scheduled feedback session. Please encourage your staff to attend.
  - Next sessions: October 20, 24, & 30, 2017
  - http://www.shsu.edu/dept/it@sam/newsletter/sep-2017/ERP%20Portal

4. Needs List Revisited

A. Chuck will follow up with Dave on the phone/data lines.
B. Mary and Heather will coordinate with Chuck with the student planner goals.
C. Banner submission shares move – contact help desk should issues arise.

5. Launch