

# ERP Business Operations Team

## Meeting Notes

### MEETING LOGISTICS

Item	Description
Date	December 11, 2013
Time	1:30 p.m.
Location	MESHEL HALL – Computer Center Conference Room

### ATTENDEES

Facilitator(s)	Rick Marsico
Note Taker	Linda Frattaroli
Participants	Pam Balent, Mary Lou Castner, Troy Cross, Sue Davis, Rosalyn Donaldson, Bob Forchione, Becky Geltz, Jim Hanek, Jeanne Herman, Lori Hinebaugh, Jonathan Jenyk, Gloria Kobus, Jennifer Lewis, Dennis Konik, Lisa Reichert, Millie Rodriguez, Ken Schindler, James Stanger, Steve Taraszewski, Jason Thomas, Bob Tupaj and Alisha Yanniello
Not Present	Catherine Cala, Katrena Davidson, Sarah Kessler, Loren Lease, and Angie Urmson-Jeffries

### AGENDA ITEMS

CORRECTIONS	Notes
Impl Mtg – 12/12/12	Email any corrections to Linda Frattaroli
PRESENTATION AND DISCUSSION	<b>Presentation of Open Source as a General Business Strategy</b> <i>Given by: Ken Schindler, Associate VP &amp; CTO</i> – The website can be found at: <a href="http://people.yzu.edu/~kaschindler">http://people.yzu.edu/~kaschindler</a> and this new system is a free collaborative development system using KUALI and planning conversion to DRUPAL to be incorporated in various areas when it makes sense.
REVIEW PRIOR ACTION ITEMS	
TEAM STATUS UPDATES/ISSUES	
1. Admissions ( Sue Davis)	Sue reported that there was a Touchnet issue that will be discussed and there will be a need to develop something for the Application.
2. Advancement (Pam Balent)	Advancement is working on upgrading the AYPEMAL job to allow submission of multiple eNewsletters for departments across campus. We are researching sending the eMagazine to parents of current students at the request of Jack Fahey. Discussion will follow with Bob Forchione and Sue Davis regarding this issue. The question arose regarding the use of Enterprise CRM (Constituent Relationship Management)
3. Distance Education (Millie Rodriguez)	No report given.
4. Employee Processing Center (Jennifer Lewis)	See Human Resources section (Combined with Alisha Yanniello report)
5. Faculty (Loren Lease)	No report given.
6. Finance (Mary Lou Castner)	Mary Lou reported that the Procurement Department has purchased a new travel and expense software called Concur Travel & Expense (CT&E) System. This software will replace the travel and expense reports used previously (TER). They are scheduling implementing the software and intend to have it installed by April 1, 2014 and training will be provided and will begin sometime in February, 2014. Mary Lou will provide feedback to those who are attending the Banner Summit Conference in April and to advise them on using the newly implemented software.
7. Financial Aid (James Stanger)	James reported that he was in attendance for the annual Department of Education Training and new changes from Congress will take place for the new year and will be implementing them in January, 2014.

<b>8. General Person (Steve Taraszewski)</b>	Steve checked with the group as to any objections to the Computer Center doing a “one shot” clean- up of known race/ethnicity errors. No one had a problem with that and Steve will talk with someone in the Computer Center about exactly how we will go about getting a fix for this. Also discussed was the possibility of excluding one of the problematic options on Banner that allows for invalid race/ethnicity combinations. Lori said it could just be “blanked out” and Jim Hanek, Lori, or Steve will send a screenshot to the group just to make sure no one has any objections. Lastly, Steve told the group that the Change Communications subcommittee is shooting for proposing a university-wide mechanism to communicate changes in the ERP.
<b>9. Graduate Studies (Angie Urmson-Jeffries)</b>	No report given.
<b>10. Human Resources (Alisha Yanniello)</b>	Alisha and Jennifer are both working on converting Occasional Service to Bi-Weekly E-classes and will be rolling out by department beginning with Campus Recreation in January, 2014. Although there will be no new E-classes created, the title changed from Occasional Service Concessions to Occasional Service –Hourly; (E-class 35) The goal is to move all Occasional Service to hourly positions as part of the Affordable Care Act. This is needed in order to track employee hours so they do not go over the threshold where they would have to offer an employee health care and they will enable portal access to be able to log hours worked using web-time entry.
<b>11. Institutional Research (Becky Geltz/Steve Taraszewski)</b>	Becky announced that Institutional Research department has moved to Meshel Hall – 4 <sup>th</sup> floor. Steve and Becky now occupy offices in Room 405 and 408. Becky brought up question on e-mail exchange regarding Distance Learning residency code and changing the title to make it more descriptive and to abbreviate description. Jeanne explained the there was no change in the residency code and only the description changed. Gloria provided information on the residency code was not assigned and the change to the description was discussed by The Communication committee and made the change to description to read: <i>Residency Code 7- Distance Learning/Out-of- State</i> . Another question arose regarding SOC codes appearing in Banner and it was reported that Carol Trube had manually added SOC codes in Excel spreadsheet.
<b>12. MyYSU /Luminis Portal - (Bob Tupaj)</b>	Bob reported that they went live with the new Campus Events Calendar in early November; Select events are made available on the YSU home page (i.e., events with high visibility – athletic events, the arts, etc.) The link to full calendar is provided. This was one of the agenda items to reduce/eliminate the need to use campus e-mail to publicize events. Bob is beginning to explore an open source solution for the portal – uPortal – currently in the process of setting this up in a test environment.
<b>13. Payroll (Lisa Reichert)</b>	No report given.
<b>14. Reporting/BI (Jim Hanek)</b>	WebFocus has been upgraded to a new version and is now operating Linux rather than the UNIX platform. There is one more piece IBI will add a fix in order to tie Visual Discovery into Developer Studio for a seamless integration coming in January 2014. As far as the BI project, there was a meeting held today for the continuation of the project with Eugene Grilli. They are making good progress and should be close to wrapping up the project in the near future.
<b>15. Student Accounts (Jonathan Jenyk/Gloria Kobus)</b>	Gloria reported we are “live” with ECSI and just rolling into the receivables. The ECSI transition was initially just for the Perkins Loan and thanked Lori/ IT staff for the hard work. Currently they are going live with the receivable portion. At this time there will be no integration with Banner. The Touchnet upgrade will happen on Tuesday December 17, 2013 and an e-mail was sent to notify the group that Touchnet payment vehicle will be taken down that day and will be offline. For those of you who have a Marketplace account, Jonathan will be contacting each individual and will go over what will happen with the account. A campus announcement will be sent regarding the changes at Touchnet. The Graduation application will not be started until Touchnet is back up. Gloria addressed Pam’s question about the Touchnet piece that allows mobile payments and this will be explored in the new year.
<b>16. Registration &amp; Records (Jeanne Herman/Sarah Kessler)</b>	Jeanne reported that BDMS had an issue when the system went down earlier in the week and wanted to know who the contact person is in the event that Troy is unavailable; Rick advised her to contact Ken. Jeanne also reported that Sarah Kessler is diligently working on duplicate PIDMS that seem to be out of control once again.

<b>17. Technical / DBA (Jason Thomas)</b>	Jason reported that year-end upgrades for Alisha, including patches and tax table updates to PROD will be done by the beginning of the new year.
<b>18. Training (Rosalyn Donaldson)</b>	No report given.
<b>19. Workflow</b>	Open Discussion.
<b>NEW BUSINESS</b>	Rick announced the date for CLEAN_Address Demonstration will be on Tuesday, December 17, 2013 in the Meshel Hall Conference Room and will send an e-mail with the web presentation details.

<b>New Action Items / Issues</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
<b>1. NONE</b>			
<b>Prior Items / Issues</b>	<b>Owner</b>	<b>Due Date</b>	<b>Current Status</b>
			.
1. Student Roll Definition.	Team	In process	Assignments are defined on listserv YSU ERP Solution Implementation Team

Next Meeting – **Wednesday, March 12, 2014 at 1:30 p.m.** in Meshel Hall, 4<sup>th</sup> floor conference room.