

ERP Business Operations Team

Meeting Notes

MEETING LOGISTICS

Item	Description
Date	December 10, 2014
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, Rosalyn Donaldson, Bob Forchione, Jim Hanek, Jeanne Herman, Lori Hinebaugh, Jonathan Jenyk, Gloria Kobus, Dennis Konik, James Stanger, Steve Taraszewski, Bob Tupaj, Angie Urmson-Jeffries and Alisha Yanniello
Not Present	Catherine Cala, Sue Davis, Becky Geltz, Jonathan Jenyk, Sarah Kessler, Loren Lease, Jennifer Lewis, Lisa Reichert, Millie Rodriguez, Jason Thomas

AGENDA ITEMS

CORRECTIONS	Notes
Impl Mtg – 12/12/12	Email any corrections to Linda Frattaroli
PRESENTATION AND DISCUSSION	None
REVIEW PRIOR ACTION ITEMS	
TEAM STATUS UPDATES/ISSUES	
1. Admissions (Sue Davis)	No Report given.
2. Advancement (Pam Balent)	Pam brought to our attention that the Pledge of Cooperation was signed between the university and YSU Foundation and Advancement (depository and stewardship) will be going away; there will be a transition team and a conversion where the Alumni database will be copied and sent to YSU Foundation. They will assume Development functions only; all Alumni information will be housed at the university and the Alumni database will be owned by the university. Pam will still be in charge of the Alumni database with the exception of billing, balancing, and fund raising and will be doing more WebFocus reporting and maintaining the database. They will now be doing the Alumni Engagement. Pam will look into the Events module and see what other functionality can be used in that module and for tracking purposes. Dennis will be notified regarding the conversion. They will be done with the conversion by March 31, 2015. Pam has been meeting as a functional team with Catherine, Heather and Paul on Wednesdays. Alumni and Advancement donations will be going to YSU Foundation. Banner is still the main system that will maintain Alumni records and updates. All donations will go directly through YSU Foundation.
3. Distance Education (Millie Rodriguez)	No report given.
4. Employee Processing Center (Jennifer Lewis)	No report given.
5. Faculty (Loren Lease)	No report given.
6. Finance (Mary Lou Castner)	Mary Lou reported the Procurement department is in the process of switching the procurement card process from JP Morgan Chase to the Concur system. The plan is to have this in place for the January 15, 2015 billing cycle. There will be more information coming in regard to training opportunities.

7. Financial Aid (James Stanger)	<p>Financial Aid will start loading records in January for the preparation for building the new FinAid year. The student loan default rate exceeded a critical level where restrictions were enforced in the way they will award student loans for Spring. This will change how student loans will be awarded for the following year. Students will not be allowed to move their money around. In the past, the students were awarded scholarships in October and the award was granted at that time. When President Tressel and Scholarship Committee met to discuss the means of awarding scholarships, it was determined that the students will be awarded scholarships in waves instead, by putting out first offers and after a month or two later, increase the offers to as many as five or six different scholarships. Financial Aid will need to get new letters out to the students and to organize the means on getting this accomplished. There are CSRs in progress regarding this and are working on how to automate this process. The goal is to have this in place by the end of January 2015.</p>
8. General Person (Steve Taraszewski)	<p>See #11 Report - Institutional Research</p>
9. Graduate Studies (Angie Urmson-Jeffries)	<p>Angie reported the Graduate School has been working with Lori Hinebaugh on a way to track Graduate Faculty status in Banner. This is almost complete and will be in production soon. They are also working on a way to review curriculum and program changes similar to the undergraduate process. Plans are being made to invite Hyland software to campus in January to provide a demo.</p>
10. Human Resources (Alisha Yanniello)	<p>Alisha reported that there are changes starting in Spring semester 2015 regarding the earn codes for ETS (Extended Teaching Faculty). The earn codes will be changing from what they are currently paid under REG and will be changing to PTF earn codes. Dennis loaded all the degrees in PPAGENO form for full time-faculty. Once part-time faculty is done, it can be loaded in Production.</p>
11. Institutional Research (Becky Geltz/Steve Taraszewski)	<p>No report given by Becky. Steve reported that Becky informed him they are exploring changes to the majors and want to start tracking students coming over from different two plus two programs that are going to be offered by the Eastern Gateway program and for any of us reporters that have based anything on majors will be a problem we will have to work around. This is something that will be pushed out to General Person and to the data change committee. Steve asked Jeanne Herman to elaborate on this and she explained that everyone has a major and also has a program of study. It first started with the LCC and Tri-C consortiums (e.g. Criminal Justice LCC) At graduation, the changes were made that were labor intensive. In Jeanne's meeting, it was discussed to designate the major e.g. Criminal Justice and program of study would be online LCC because various colleges are signing consortium agreements and they want to be able to track their cohort. Their thought was the best way to track the cohorts is to have a specific program. Steve indicated that during his meetings and discussions, they had come to a consensus that the definition of a program was a major and a degree (e.g. Biology BA, Biology, BS). He was concerned how this will have implications in trying to identify the students' majors. Jeanne agreed that there will be issues for those in Reporting across the board because they have always had programs, but may be using it differently. They discussed in her meetings about the attribute and the best way to identify these different groups of students and if there is a better way to track them if they have changed or if they are no longer in a specific program. They felt the program attached would be the best way to tracking it. They are still in talking stages, but did talk about bringing this up to the General Personal team and to those in Reporting.</p>
12. MyYSU /Luminis Portal - (Bob Tupaj)	<p>Bob reported that he is working with Dan Procopio (Student One Stop/Registration) setting up the LiveAgent application as part of a chat channel on the portal. John Dalbec placed the channel on the Home tab that is restricted to students at their request. Bob set up an account and provided training to secretary, Laurie Wittkugle, for sending Target Announcements in the department of STEM.</p>
13. Payroll (Lisa Reichert)	<p>No report given.</p>

14. Reporting/BI (Jim Hanek)	Jim reported on the BI product review and currently we have Visual Discovery, and are looking at a few other tools to possibly replace it. We are looking at other options and another product that is similar and more integrated with WebFocus and will review a few other products. Eventually support for Visual Discovery will be dropped by Information Builders in the future. Now will be the time to do the switch. We are in the process of securing a test environment for WebFocus to help with installations. Currently we are unable to do installs and are running two servers at the same time and this will give us an area to put it on and will do tests and also to set up metadata.
15. Student Accounts (Gloria Kobus)	No report given.
16. 15. Student Accounts (Jonathan Jenyk)	No report given.
17. Registration & Records (Jeanne Herman)	Jeanne reported that the Provost department is exploring cancelling commencement for Summer. Jeanne would have liked to invite students graduating in Summer semester to attend the ceremony in the Fall, but the Provost area would like to invite them to the Spring commencement instead. Student Government made a proposal to the Provost along with other agenda items including allowing the student to register for a year in advance so the goal would be in April for the student to be able to register for Summer, Fall and Spring semesters. Jeanne's idea is to make available a planning tool to the student when they come to register without having them actually register in Spring in order to better manage the registration process. At the end of Spring 2014, the Academic Senate did vote to change the measurement of good standing. As it stands now to maintain good academic standing, the student that has 32 hours or less, must maintain 1.75 GPA for good standing. The vote is to change it and make it the same across the board regardless of how many hours you have; the student will need to maintain a 2.0 GPA to remain in good standing. This will be effective when running Spring grades. This may affect the students that work on campus since the rule is to be in good standing to keep their student employment on campus. The wait listing was discussed and Lori Hinebaugh suggested having a DARS user interface where students can use it as a planning tool rather than having a year in advance registration.
18. Technical / DBA (Jason Thomas)	Alisha reported that Jason will be doing the W-2 patches beginning next week and will put them into Production and will start testing W-2 reporting. Then in February 2015, they will plan on going to 8.11 version. Rick reported that Jason is scheduled to put in database extensions on Sunday, December 21, 2014 in anticipation of the new year and it is a requirement of Banner XE and all future patches and upgrades will require database extensions.
19. Training (Rosalyn Donaldson)	Rosalyn reported that as far as training is concerned, many of us are still operating with Internet Native Banner (INB) and Banner Finance, etc. on a monthly basis and due to hiring freeze and relocation of staff, the need is now dwindling in that area for training. As we are seeing more grants received and are now receiving requests for Banner Finance training as grants are written and being approved; something new in the Banner Finance training area is the On-Demand Subscription Library. This is being marketed it as a portion of our Service Level Agreement (SLA). As part of our SLA, we have a total of 5 essential seats and 2 fundamental seats; the fundamental seats include the basics and Banner navigation general information and the essential seats are a little more in-depth. At one time, there were handbooks (the step-by-step/ user guides) available for download from the website, but that is no longer available online and now you must use the seats that have been allotted based on our SLA or they must be purchased. Once we get beyond our hiring freeze, or other means are used by the Open Source solution, and as long as we have Banner, our handbooks will only be available for a fee. For those new hires working in Banner or a person affected by the bumping process that needs more in-depth training on the processes you are working on, you may contact Rosalyn to discuss how you may acquire a designated seat for that area since there are only a limited number of seats available.
20. Open Discussion (Bob Forchione)	Bob Forchione reported that they have been looking into bringing grades from Blackboard to Starfish; Blackboard wanted to charge \$16,000 per year for us to have access to two tables that contains the grades and will be charged for access to The Cloud. It was decided to change how the data is keyed into Blackboard so that it can be brought over free from Blackboard to Starfish and hopefully when the new semester starts, it can be brought over from one system to the other. This will help with retention and will see the grades and won't have to wait until the end of the term to

see the grades. Any merged classes will not be brought over for grades since they are only contained in Blackboard system. If there are 3 English classes taught and if they are merged together in one virtual merged class, those grades cannot come over because there is nowhere for the grades to go in Starfish. Another item that they are looking into is changing the student classification for Undergraduates (Freshman, Sophomore, Juniors, and Seniors). It will basically involve dropping a couple hours that will be adjusted so that a student can become a sophomore sooner, etc. They are looking into data changes needed and other choices we have as the IT department and the tentative goal, if it is decided to go forward with this, would be the week between Spring and Summer semesters to bring the changes over and in order to have it work right, it would need to be done during a break. One concern is not knowing what the business processes on campus are and how all the individual areas would be affected. There is a plan not to change history for students. In Banner, the junior, senior and freshman status is not stored and is calculated on the fly. When it goes to the ODS (reporting repository) and it is stored there. There are a couple choices that come with the system. One choice is to create a table from date or create a new YSU view that goes back in time and use as viewer function that would automatically calculate that time. The discussion went on whether to use Banner versus ODS and if we are to use Banner views going forward. With Banner rules tables changed for any term, it can literally change history. Our numbers are higher to become a Sophomore. Jeanne interjected that something like this would have to pass through the Academic Senate. The ultimate goal is to have 124 hours to graduate and want to change to 120 hour requirement. The Banner rules tables has a term code and attach an attribute and it would have to fit in line with others and are trying to graduate the students at a faster pace . For example, The General Studies degree requires 120 hours to graduate.

NEW BUSINESS

New Action Items / Issues	Owner	Due Date	Status
1. NONE			
Prior Items / Issues	Owner	Due Date	Current Status

Next Meeting – **Wednesday, March 11, 2015 at 1:30 p.m.** in Meshel Hall, 4th floor conference room.