FACT Meeting Notes
Monday, July 23, 2007
3 – 4:15 pm; CSS 302

Present: Lisa Besemer, Sara Dew, Melissa Dohnal, Kathy Fisher, Jo Gerst, Kim Graboskey, Denise Grinnell, Bobbie Landreth, Kim LaTendresse, Lori Henderson, Kris Rasmussen, Dave Steffens, Rob Wagner, Bruce Gilchrist, Adam Wetherell, Syed Ali, Vicky Deur, Donald Flickinger, Karen Thompson

Absent: Craig Westman

1. **Training channel in MyFSU**— The training team has decided to create a channel specifically for training options. They are considering using the Bulldog Help tab and adding channels for the different types of training. This will allow the customization of help information for different customer groups (such as staff, faculty, and students) and areas (such as Budgeting, Student, and reporting). The Training Team also noted that their plan is to transition from a reactive to a proactive style of meeting training needs.

2. **Review and education of Data Standards for end users** – It has been found that not all new employees have knowledge of our Data Standards. It was also noted that our current procedures and standards are in need of updating. Several suggestions were made to help resolve these issues.

    - Each area should review the Data Standards document and forward any needed changes to Kristen Salomonson.
    - Audits should be run to detect data entry errors.
    - A FerrisConnect course could be created to educate users and test for Data Standards comprehension.

3. **Notification of gurjobs deletion of historical files** – The Banner output that resides on the server has not been deleted since the software was installed. In response to space restrictions it has been decided to remove this output after 6 weeks. Due to this change in policy every effort is being made to ensure that departments who need to archive this information to another location have done so. The following areas have either archived their information or are in the process of doing so.

    o Areas who are ready for the deletion
        - Admissions
        - Records
        - Accounts Receivable
        - Finance
        - Payroll – including W2s and 1099s
        - Human Resources

    o Areas still being verified.
        - Research and Testing – Denise will follow up. **Update:** Ready as of 7/24
        - Transfer – Bruce will follow up.

- Budget Office – Kim L. will follow up **Update:** Ready as of 7/24

4. **QAS address verification software** – Bruce brought forward the QAS address verification software for the committee to review. In evaluating this software and comparing it with Runner Technologies Bruce is recommending that FSU purchase QAS. Several committee members had questions and Bruce is organizing a demo with Northern Michigan University. Please send any questions you may have to Bruce before the demo so he can better organize the session to address your concerns. The committee decided that the group who views the demo can speak for the committee and forward this recommendation to the Steering Committee if appropriate.

5. **Banner and Luminis IV upgrades planning process** – The Luminis IV upgrade will require Banner General to be upgraded to a minimum of 7.4.1 and Banner Student to be upgraded to a minimum of 7.3.2 with SSB for Faculty and Student to 7.3.3. Bruce G. is reviewing the Banner General upgrade and Kathy F. is reviewing the Banner Student upgrade. They will meet on August 14 with the Luminis upgrade team to discuss their findings.

6. **Project Timeline Additions and Changes** –
   a. HR has withdrawn their upgrade request
   b. People Admin implementation has been added with a project start date of November 1st and a go live date of April 1st.
   c. The Millennium upgrade has been added with a completion date of August 30th.

Updates:

Reminder that SAND will be cloned following month-end next week. Further discussion brought us to the conclusion that due to final migration efforts, the clone may be delayed for a few days. Dave S and Kathy F will need to coordinate when all migration tasks are done prior to cloning SAND.

Kathy F. indicated that Student has only three items left to convert off the mainframe.

Vicky D. is requesting that TRNG be cloned from GOLD at the end of the month.

Submitted by Kris Rasmussen