Enterprise Application Management Team

March 11, 2015

Attendance:  Beth Myrer, Brett Tolman, Chuck Colborne, Colby Callahan, Dan Reynoso, David Tobler, Denise Vandezanter, Geoff Matthew, Laura Busby, Liz Childs, LuAnn Smith, Ray Walker, Shane Peterson, Wendy Rosenlof

Conducting:  David Tobler

Minutes:  Beth Myrer

Reviewed last meeting’s minutes

Employee termination

• Working with HR
• Leave on agenda
• Chuck made the table available – provides the security, the active/inactive status
• Will it be an Argos report?

QAS

• Joe has send out the QAS client list
• Changed Ctrl B
• Is updated every 3 months
• May need to check addresses in google before contacting the person

Security Audit

• The week of March 23
• Two factor authentication – working well
• Can set up a back-up verification
• SMS feature doesn’t always work
• VPN does affect connecting with the state’s secure FTP site – are working on this issue
• Is an expensive audit – will have social engineering across campus (look for computers that are unlocked and/or doors that are not locked)

Address verification

• Need to QA all scripts
• Does Joe have his stuff QA’ed if it touches more than a few records
• May need a reminder that anything that touches PROD needs to be QA’ed
• The Honor System enforces the working of the process
• Programmers shouldn’t up-date PROD – should go through DBA’s
• Would be nice to have another set of eyes looking at it
• Will run a QAS batch when all the address verification is done to update PROD
• Will be an upgrade window, need testing, know what it will hit, how many records it will touch, need a clone, and that would test it

Project priorities

• Denise will send a list to Beth

Luminis

• Have all the custom roles defined
• Nathan has skinning done for portal – will work on the content
• Working on the Banner XE in PROD and will clone
• Waiting for Tracy to do the certificates – when that is done advisor dashboard is close to done

Multiple PIDMS

• Did a search in Ellucian source
• Have over 1500 that have not been found
• Many of the problems have to do with the recruiting cards
• Denise is creating a web page interface
• If there is no other record and are more than a year old they will be deleted – Denise to work on this
• Can look at the data to make an informed decision
• By the time it gets to IT, the correct/incorrect PIDM has been determined
• If they get a check, they are classified as a vendor
• To determine if the PIDMS are the same person – looking at imaging, every form in Banner – each one is looked at to make a determination
• Have a web page, that includes a few key tables in each area to do a record count
• Denise used key tables in Ellucian (has less than 20 tables)
• Should be looked at before it gets to IT

Banner upgrades

• Have modified the calendar some
• Upgrades that are scheduled and some that are pending, and some should be added
• Task list was sent out earlier to document things better – need to add ODS and EDW
• Chuck is one version behind and ODS is not supported by Ellucian. Once that upgrade is done, then can put in the Financial Aid patch, if not done, Financial Aid patch will break stuff if ODS is not prepared
• With discussion regarding what is coming, then priorities can be shifted to prepare for updates
• Once on the calendar, and then work backward for testing
• DBA has a sub-checklist of what needs to be done – is a URL to the google.doc – needs to include all the bolt-ons, add-ons, and integrations – a subroutine
• There have been problems with Evisions Intellacheck product getting installed after an upgrade
• Can look at the proceed program > audit trail > give the last one that was done
• Need to calendar general upgrades – one affects job subs which will need testing – also a communications upgrade
• Would need to run job subs to see if it is affected
• Need a window for the testing and a window in case there are things that need work
• Chuck and Dan to look at how much time will be needed
• Can’t schedule a date until it is in FastTest
• Can’t test now, is in FastDev
• Get Financial Aid finished, and will then move on
• Will schedule by email

Workflow

• Wendy is using Workflow, but thinks that it can be moved to Argos
• Is currently unwieldy – can do a test – David will put a project in to look at Workflow – check with Mike Duffin

Generic Email

• Discouraging 3 acronym letter email addresses
• Have a vetting process that looks for conflicts – needs to be looked at individually

Decisions

For multiple PIDMS, if there is no other record and are more than a year old they will be deleted – Denise to work on this

Assignments

Denise will send the project priority list to Beth

David will put a project in to look at Workflow – check with Mike Duffin