

Financial System Leadership Group Meeting Minutes

January 11, 2010

Attendees: George Anderson, Jean Carr, Catherine Chan, Mike Chang, John Cordary, David Ellis, Mike Glisson, Karin Livingston, Keith Martin, Theresa Meneley, Craig Ness, Val Walden

Upgrade to 9.0

Keith Martin discussed the coordination of various major upgrades, including the Finance upgrade to 9.0. The following dates are proposed to complete the Finance upgrade:

- First Upgrade Pass (ES) – December 2009 to March 2010
- UHS Customization Retrofits and Integration (ES) – April 2010 to August 2010
- Testing and Move to Production (ES and Finance) – July 2010 to December 2010

Keith requested funding for an Upgrade Coordinator (contractor) to coordinate all of the upgrades from June 2010 to November 2010. He also requested funding to purchase equipment needed to complete the upgrade and immediately after the upgrade to replace equipment at the end of its lifecycle.

Oracle will stop sending us updates for our current version of Finance in December 2010, including tax form updates and financial aid regulations, unless we purchase an extended one-year service plan (\$75,000 for calendar 2011). ES will request FY11 budget to fund the extended service plan in case it is needed.

Business Continuity Plan

The group discussed the business continuity plan at UH and how Finance System users and key contacts at all campuses would be notified when an outage occurs. Business continuity plans and contact lists are stored in PIER. Employees should enter their contact information in PASS (especially cell phone number) to receive phone and text messages during an emergency. Mike Glisson will email the UH Finance and HR/Payroll business continuity plans to the group.

Enhancements Requested by UH Administrators

An Internal Audit finding for the UH College of Natural Sciences and Mathematics (NSM) regarding their use of shadow systems prompted UH college administrators to recommend several enhancements to administrative systems that would reduce the need for shadow systems. Fred McGhee, Director of NSM Business Operations, led the task force that made the recommendations, which were presented to Craig Ness in a January 6, 2010 memo. Craig will provide additional information about each recommendation to the Financial System Leadership Group.