

MEMFIS Users Group Meeting – April 18, 2002

MEETING NOTES

Carol Geiger introduced members of the MEMFIS Users Group (MUG) Leaders Group: Rita Harris, Michele Mullings-Shand, Becky Sloan, Carol Geiger, Janis Jehle, Nancy Scoggins Rose, and Carol Geiger.

Carol led the meeting and discussed the organizational structure and the purpose of the MUG Meetings and the MUG Leaders Group:

- Name of Users Group – acronym of “MUG” for MEMFIS Users Group.
- Meetings will be held regularly on the 3rd Thursday of every month. An agenda will be posted on the Internet prior to monthly meetings. Regular agenda will include a featured topic (report/form/upgrade), reports from committee representatives, report from the training team (tips/training schedules/drop-in days), and a question and answer session at end of meeting. minutes will not be kept but brief notes from the meeting will be sent via e-mail.
- Future meeting dates and locations will be announced via e-mail.
- Special sessions will be conducted in May to prepare for the end of the fiscal year.
- Users can request changes to MEMFIS by initiating a Programming Authorization Request (PAR). MUG Leaders Group will review PARs and forward them to the MEMFIS Change Management Committee for review and analysis. This committee tries to determine “need vs. want”, prioritize requests, and establish timelines for system enhancements. Michele Mullings-Shand will serve as the MUG representative on this committee and will be the advocate for the Users group.
- Carol asked Users to complete the Questionnaire for MEMFIS Users Group.

Becky Sloan is the Reports Subcommittee Representative. Becky discussed the testing process and asked for volunteers with testing trial reports.

Pat Whitt discussed the Oracle upgrade, which will be implemented April 29th. She passed out handouts and noted that the same information will be posted on the MEMFIS Web site. She said that vendors continually make upgrades to software and that UNI needs to keep as current as possible in order to get the support of the vendor. She noted that MEMFIS will be down for about 48 hours, starting at Noon on Friday, April 26th, and open again on Monday, April 29th.

Karen Paulsen discussed new reports, which will be implemented April 1st and 29th: Encumbrance Summary and Financial Summary by Organization.

Jack Miller gave a report from the Training Team. He discussed receiving on multiple distribution lines and partial receiving.

The next MUG Meeting will be Thursday, May 16, 1:30-2:30 p.m.,