

MINUTES
SUNGARD ADVANCE ADVISORY COMMITTEE MEETING
April 26, 2007

PRESENT:

UMBC:

UMCP: Anissa Holmes, Kevin Ngugi, Carolyn Bayle

UMES: Chenita Kollock

UMF:

TU: Shannon Arehart

UMUC: Tara Goodman

USM: Vladimir Jirinec, Betty Jennings, Joseph Ng, Paul Hagerhorst

Next Advisory Board Meeting: June 6, 2007

1) New Analyst

- We have hired a new system analyst to replace David Ellis. Paul Hagerhorst comes to us from NASA. Paul has worked on a number of interesting projects at NASA including the Hubble Space Telescope and brings with him a great depth of data analysis experience.

2) Review of Last Meeting Notes – no additions or corrections.

3) BSR bugs/Quality Checks

- **Unable to change passwords** – Some users are unable to change their password. This problem will be resolved as quickly as possible.
- **Name lookup problems** – We have found that some records are missing the necessary “sounds like” field in the name table. As a result, some “sounds like” lookups will not return all of the appropriate records.

4) New Servers

- Fred is setting up and testing the new servers. We will try to provide a timetable to deployment in our production environment.

5) Batch Cleanup (see attached)

- There are a number of old gift batches in the batch control window. Please delete or process the old batches.

6) Pledge Bequest and Planned Gift Transaction

- There are inconsistencies when entering pledge bequests and planned gifts. A long discussion took place and it was agreed that we will seek further input from Joyce/Pam at our next meeting. In addition, we will try to get additional input from the Advance user list.

7) Special Handling Code and Source Code in Gift Entry (see attached)

- The committee reviewed the current codes in the special handling and gift source drop-down. A preliminary decision has been made and the new list will be distributed prior to the next meeting.

8) Donor Advised Funds Record Type

- Joyce suggested that a new “donor advised fund” record type be created to help identify donor advised fund entities. If a new record type were created, then we can begin to automatically populate the donor advised fund area of the CAE report. Everyone agreed that a new record is probably not necessary, however further discussion will take place at the next meeting.

- 9) **Adding Proposal Stage to Main Entity Screen** (see attached)
- UMCP asked that the proposal stage code be included on the main entity screen in the prospect tracking window. There is a potential problem if more than one proposal record exists on the prospect record. Towson and UMCP will check with research/prospect management staff.
- 10) **Web Seminars** (see attached)
- There are two upcoming web seminars that might be of interest to our group. The Annual IRS Update as well as Best Practices in Gift Processing on June 6th and June 13th respectively. The group agreed to move our monthly meeting to June 6th to accommodate the web seminar. Each institution will inform Vlad how many will be attending lunch on June 6th and how many will be attending the web seminar.
- 11) **New Business**
- Annual Address Research – It's that time of year again when we try to find new information on our alumni address records. Vlad will distribute the costs for last year as well as the number of records sent. In addition, he will get a cost estimate from Accurint.
- 12) **Next Meeting Date – Wednesday, June 6**