

MINUTES
SUNGARD ADVANCE ADVISORY COMMITTEE MEETING
February 14, 2008

ATTENDEES:

UMBC: Megan Rolenc
UMCP: Aaron Armstrong, Carolyn Bayle, Anissa Holmes, Kevin Ngugi
UMES: Chenita Kollock
UMF: Randy Possehl
TU: Jeri Bielas
UMUC: Kellye Edwards, Simmy Papali
USM: Betty Jennings, Vladimir Jirinec, Joseph Ng, Melody Tippet

Next Advisory Board Meeting: March 13, 2008

1. **Review of Last Meeting Notes** – no additions or corrections.
2. **BSR bugs/Quality Checks** – SunGard has not provided a date as to if or when the Prospect Summary Window bug will be fixed.
3. **Former Student/Former Parent** – Vlad reported that the Affiliation program has been updated to accommodate Former Student records. Vlad explained how the Affiliation program creates a Former Student Affiliation (nX000 – where n represents the institution) when there is a Former Student Entity Record. The example that was provided as part of the minutes reflected the Bio Overview and Affiliations screenshots. Affiliation of CX100 is BC Former Student with Major. Betty explained that if you need to change a Student to Former Student manually, the Entity Record Type must be changed along with the Affiliation and Affiliation Record Type. Betty said that when the clean up work is completed on the Former Student records then work would begin on the Parents. The Parent program is more complicated due to the fact that there may be multiple children at the school. Vlad stated that more work needs to be done on the Grad Load program which may possibly impact some Former Students. Megan mentioned that she did not think the Custom Report is picking up the Record Type of Former Student. No one was aware of this problem.
Action Item: Betty will notify CP & BC when Former Parent updates are completed. Vlad checked the Custom Report and updated the logic to ensure that the Record Type of Former Student is listed. He will notify everyone of his findings.
4. **Annual Pledge Writeoffs - Payroll Deduction Pledges** – Betty previously emailed everyone a set of reports listing Pledges that are not written off. Many of the items listed on the report include Payroll Deductions that were off by pennies. It was explained that Joyce processes Payroll Deduction twice a year, the amount of deduction is divided by the number of pay periods for each six month period. The total Pledge Payment is not always equal to the Total Pledge Amount which accounts for the difference in pennies. Some Pledges are not fulfilled due to employees stopping payments or leaving the university. Betty asked if these pledges should be marked 'Paid' or 'Unfulfilled' after being written down. If the Pledge Payment is not a Custom Pledge, the Pledge amount can be modified. If it is a Custom Pledge, the Pledge Payments must be reversed and then the Pledge can be modified. Many solutions were discussed as to how to handle these items. It was agreed that not all of the Payroll Deductions have been received for 2007. Any changes for 2007 should not be processed until everyone is sure all of the Payroll Deductions have been received. Betty will send an EXCEL file containing the same data that was in the last Write Off reports to BC, CP, ES and UC. Each school will review the Excel spreadsheet and add a column to note unfulfilled (X) or Paid (P). After the reports are returned to Betty updates will

be made using Unfulfilled or Paid. TU is going to review the list that Betty sent previously. They will handle their changes manually.

Action Item: Betty sent the Excel files out after the meeting on February 14.

- 5. Donor Advised Funds Record Type** – Vlad provided a list of Donor Advised Funds. Only two of the Donor Advised Funds, Baltimore Community Foundation and Montgomery County Community Foundation should have two entity records. All of the other Donor Advised Funds listed have not given this fiscal year. A new entity record will be created for Baltimore Community Foundation and Montgomery County Community Foundation. All transactions that are not Donor Advised Funds will need to be reversed on the old entity and added to the new entity. Carolyn stated CP has several big pledges for Montgomery County Community Foundation. She asked if anything could be done to assist in moving these transactions.

Action Item: Vlad will notify everyone when the two new entities are created. He will also work with Carolyn to determine if a different process could be used for the Montgomery County Community Foundation. Melody will create and distribute a job aid for Donor Advised Funds.

- 6. HEP Matching Screening** – Vlad reported that the HEP data has been processed. Vlad asked if anyone was interested in using HEP's additional services to automatically mail out the Matching Gift Form to the employee. Each school could set specific parameters as to when to use this service. An example of this would be to use the service only for gifts over \$1,000. The cost is approximately \$2 per form for this service which includes mailing. A file could be generated weekly and sent to HEP which would include the HEP ID so that the Matching Gift Form is mailed. BC, CP, ES, and TU stated that they were interested.

Action Item: Vlad will provide the Vendor contact names for all of the Schools that are interested. When requirements have been worked out with the Vendor each School should notify Vlad. He will then create the weekly file using each School's requirements.

- 7. Training/Documentation Update** – Melody gave a brief overview of the training that has taken place over the past month. Six people at TU attended a one day Bio Maintenance Refresher training class. The training was well received. Jeri stated that her most experience person even benefited from the class. Several schools said they were interested in scheduling a Refresher training class. Two new employees from UC were trained on Bio Maintenance. Vlad and Melody trained four people at BC on Prospect Tracking.

Action Item: Contact Melody to schedule training.

- 8. Endowment Market Values** – Vlad reported that the September Endowment Market Values have been loaded into ADVANCE. Megan asked if it was possible to get Spendable Income. Randy stated that it comes out in May each year for the next year. In May 2008, Spendable Income will be out for 2009.

Action Item: Vlad will look into obtaining the Spendable Income file from last year and in the future.

9. New Business

- Vlad reported that Paul Hagerhorst is no longer on his team. He will be creating a Search Committee to assist in filling this position. Kevin volunteered to assist with this effort.

Action Item: Vlad will contact Kevin about creating the Search Committee.

- The SunGard Summit 2008 Conference will be held on April 13 to 16 in Anaheim, CA. Randy, Anissa, Chenita, Deborah will be attending. Everyone else is not sure as to if or who will be attending.

- 10. Next Meeting Date** - The next meeting will be held at the Elkins Building on Thursday, March 13, 2008 at 10:00 a.m.