

Banner Steering Committee Meeting Agenda and Minutes

Meeting Logistics

Item	Description
Date	October 28, 2004
Time	9:00 a.m.
Location	Library 362 (Marine Room)

Attendees

Role	Name
Facilitator	Jenny Peterman
Minute Taker	Mari Garchow
Other Participants	Susan Camp, Dave Eitland, Deborah Faust, Joe Herbig, Arlene MacPherson, Nancy Neve, George Rye, Neill Sanders, Jay Schupp, Beverly White
Not in Attendance	William Becker, Michael Donovan, Bruce Harger, Mark Jastorff, Holly Johnson, Susan Ratwik

Agenda & Minutes

Topic	Owner	Minutes
Project Update -BPA training, computer based training, version 6 or 7, Visio, Xtender	Arlene	Please see attached update from Arlene dated October 27, 2004
Data Standards Team Update	Dave	Data Standards Policy has been completed. Policy will be reviewed by Project Team and Steering Committee. See issues below.
Finance Team Update	Joe	Completed first week of training. Chart of Accounts structure was focus. Reviewed fund structure from Eastern Michigan and Northern. See issues below.
Future meetings	Jenny	December 2 nd Steering Committee meeting has been cancelled due to training. Will be rescheduled by Jenny

Current Issues:

Data Standards:

- Need a plan to implement Data Standards Policy
- How to train users on new system. Should Data Standards Team develop training?

Finance:

- Training sessions are missing budget development, miscellaneous accounts receivable and cashier functions, and train the trainer.
- Staffing issues/CLM training – person will be gone for 7 weeks mid-January through mid-March and in 2006.

Action Items (Status)

Action Item	Owner	Due Date	Status
Areas not specifically represented on a Banner Team	Jenny Peterman	N/A	Ongoing.
Mari Garchow keeper of Banner Documents	Jenny Peterman	N/A	Ongoing
Project Planning/Definition	Arlene	August 19, 2004	Completed – forwarded to SCT PM Gary McGrath for final review
Replacement for Dave Aho	Arlene/Jay		No decision has been made on filling position to date.
New schedule for Steering Committee Meetings to be set	Jenny Peterman	November 15, 2004	

Lake Superior State University Banner Implementation Project Update #3

Project Schedule

- The Finance Team and Administrative Computing have back-to-back training scheduled in November. They will be attending training workshops the weeks of November 8th and 15th.
- The Luminis implementation will begin in November. The Luminis Consultant will be on campus November 30th.
- On November 5th from 1-3pm the Advancement team will participate in an Advancement Overview class being taught by virtual classroom.
- Gary McGrath provided us the Banner schedule on Microsoft Project. It has been converted to an excel document and is attached. It has also been posted to our banner web page www.lssu.edu/banner.
- There is a phone conference scheduled for November 1st with our XTENDER Solution Consultant.

Staffing

- Dave Aho left the University to go to work for Precision Edge. He was scheduled to be our Banner Database Administrator (DBA). We are looking into the possibility of hiring SunGard SCT's DBA (Sean McNeeley) to take over some of LSSU's DBA responsibilities and not filling Dave's position.
- Nancy Neve hired Amanda Paulson as her Administrative Assistant. Amanda will serve as a member of the Student Module Team.

Accomplishments

- The Finance Team completed their first week of training. They were given an overview of Banner Finance and started to work on their chart-of-accounts.
- The Student Team attended a three-day session on Business Process Analysis (BPA) geared strictly to the Student Module. SCT will provide us with a "Current State Document" and "SunGard SCT Recommended Practices Document" as outcomes from this training.
- Members of the Advancement, Finance, Financial Aid and Human Resource Teams attended a one-day session on BPA. This BPA session was general in nature. The members learned how to document and flowchart their current BPA's using Visio software.
- The Administrative Computing Staff (along with Jackie Kellerman of Financial Aid) completed two of their required training sessions: "Introduction to Oracle" and "Banner General & Security".

- Jay Schupp and Arlene MacPherson successfully completed a SCT course "Project Management Overview".
- The Data Standards Team has worked very hard and has completed LSSU's Data Standards Policy. This policy will be reviewed by the Project Team and then sent to the Steering Committee for approval.
- Arlene MacPherson gave a presentation on the Banner Implementation to the Academic Chairs. The power point used for the presentation is posted on the web.

Current Issues

- Tracey Dutcher (our Student Module Consultant) left SunGard SCT. After many discussions with Gary McGrath, Robert Woodyard, a "veteran" student consultant was assigned to our project.
- We have been told by two technical consultants that the migration tool kit and migration training needs to take place ASAP. We are still waiting for this to be added to the Project schedule. Last week Gary McGrath said he would call the Migration Consultant to get the ball rolling on this.

By: Arlene MacPherson
October 27, 2004