

Banner Steering Committee Meeting Agenda and Minutes

Meeting Logistics

Item	Description
Date	December 3, 2004
Time	9:00 a.m.
Location	Library 362 (Marine Room)

Attendees

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

Agenda & Minutes

Topic	Owner	Minutes
Project Update	Arlene	See attached Project Update from Arlene MacPherson
Finance Training Update	Joe	4 th week of training. Focusing this week on account structure and using current object/department codes. Self service is being installed/implemented. End users can enter purchase requisitions using one screen. Closing will be 1-2 days late. Statements will be mailed at that time
Data Standards Update (Report Generation & Distribution?)	Dave	Described the process of developing Data Standards document throughout summer. Currently in Project Team review. Question arose using “unofficial” wording on page 6 under Definitions. Decision was made for issuing office to use “Prepared by” in its place. Documents retaining data should be prepared according to the policies of Institutional Research. ½ hour of Project Team meetings are being reserved for the review of the Report Strategy document.
Luminis Update	Jay	Luminis, hereinafter referred to as “mylssu” is a portal which would require one sign in for mail, calendar, Web for Students/Faculty, WebCT. Mail environment currently being migrated will automatically become the

		portal. Users will be able to personalize their portal. Team will be involving faculty/staff outside of the Banner project to create the portal to understand needs of campus community. Go live will be July 1, 2005 for employees only and September 2005 for remaining faculty and students.
Technical Training Update	George	Four sessions are completed with three sessions remaining. Current focus is Oracle Database.
Future Banner Steering Committee Meetings	Jenny	The time for the Banner Steering Committee Meetings will change to 10:00 a.m.

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	No schedule has been created. New time for meetings is 10:00 a.m.

Lake Superior State University Banner Implementation Project Update #4

Project Schedule

- The Finance “Technical” Team will be in training the week of December 13th.
- The Finance Module Team and the Technical Team will be in training the week of January 3rd.
- The Module Teams will each participate in a 3-hour phone conference with a migration consultant the week of December 13th. This is the first step in determining what data we will migrate from the legacy system to Banner and how & when the migration will occur.
- A selected group of students, faculty, and staff will be asked to complete a survey regarding their campus portal needs/wants.

Staffing

- Joe Herbig hired Julie Romel to help the Business Office during their Banner Finance Module Implementation. Julie is a 12-month, 20-hour a week employee. She is a graduate of LSSU and has past office experience.

Accomplishments

- The Finance Team completed three additional weeks of training. Their training focused on developing a new chart-of-accounts, purchasing, requisitions, receiving, and accounts payable.
- A Luminis Team was established. Team members attended a two-day Luminis Kick-Off event.
- Leisa Mansfield met with members of the Finance, Purchasing, Financial Aid, and Human Resource Offices to help them complete their Business Process Analysis (BPA's). A BPA deadline was established for each module; the above mentioned offices are all ahead of schedule. *Keep up the great work!*
- The Administrative Computing Staff completed two additional training sessions: “Advanced PL/SQL and Oracle DBA. Kathy Spencer agreed to take on the role and responsibilities of LSSU's Data Base Administrator. *A big Thank you and Congratulations to Kathy!*

Current Issues

- There is a Data Standards issue that needs resolution regarding report generation.