

**1 Meeting Logistics**

Item	Description
Date	07/22/2005
Time	9:00am
Location	Administration Building Conference Room

**2 Attendees**

Role	Name
Facilitator	Arlene MacPherson, Project Manager
Other Participants	Jay Schupp, David Eitland, Sue Camp, Nancy Neve, George Rye, Jenny Peterman, Joe Herbig, Beverly White, Holly Johnson
Not in Attendance	Deb Rynberg, Kari Jastorff

**3 Pre-Work**

- none

**4 Agenda & Minutes**

Topic	Time	Owner	Minutes
Form Fusion/Intellecheck		Arlene/Jay	The Programmer assigned to a module will work with their team on Form Fusion issues. Sara will arrange a Form Fusion training session for the Programmers. Nancy – Student Bob – Financial Aid George – Finance Jerry – Advancement and Human Resources In addition, Jay will train George & Jerry as back-ups for Intellecheck.
Updates from Team Chairs		Beverly, Dave, Deb, Nancy, Joe	<b>HR Update:</b> HR team is working on building tables; without doing payroll it is hard for them to know if they are building properly. They hired their Banner temp for 5+ months full-time.

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			<p><b>Finance Update:</b> Their Banner temp quit to take another position. Because most of their work is behind them, they will not replace her position. There have been a few minor glitches with the Banner Finance Go-Live, but for the most part, everything is running smoothly. Budget training has not been scheduled. There are already over 300 purchase rec's in Banner. Jenny will conduct additional PO &amp; Rec. training in the Fall.</p> <p><b>Student Update:</b> Admissions is scheduled to Go-Live September 19<sup>th</sup>. Nancy is purging non-enrolled applicant &amp; prospect records that are older than four years. Demographic conversion to Banner test will take place by August 19<sup>th</sup>. Admissions conversion to Banner test will take place by August 22<sup>nd</sup>. Academic History conversion is tentatively scheduled to be completed by the first of January 2006.</p> <p><b>Financial Aid Update:</b> FA is ahead of schedule. They have worked on the set up of general financial aid screens, budget, requirements tracking, and needs analysis. They have learned of a few downfalls in Banner: Summer awards have to be accounted for on the academic year and there is an issue with packaging parameters .</p>
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Luminis (my.lssu) go-live		Arlene/Jay	The official Luminis Go-Live is July 25 <sup>th</sup> . We are advertising this as a new and improved my.lssu site. Everyone will sign on with the same user name and password as they do in the current my.lssu. Questions or concerns should be addressed to Leisa Mansfield.
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