

Banner Steering Committee Meeting Agenda and Minutes

Meeting Logistics

Item	Description
Date	September 17, 2004
Time	Email Update
Location	Meeting Cancelled

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, Holly Johnson, Arlene MacPherson, Nancy Neve, George Rye, Neill Sanders, Bruce Harger, Susan Ratwik, Jay Schupp and Beverly White
Not in Attendance	

Agenda & Minutes

Topic	Owner	Minutes
Project Update	Arlene	Update is attached
Schedule for Next Meetings	Jenny	The meetings will take place at 9:00am Location: TBA October 28 December 2 January 27 February 17 March 31 April 28
Relevant Dates	Arlene	A new draft training schedule is posted on our web page at http://www.lssu.edu/banner/ProjectPlan

**Banner Steering Committee
Meeting Agenda and Minutes**

Lake Superior State University
Banner Implementation
Project Update #2

Project Schedule

- The technical & functional training schedule has been modified to accommodate the user's requests (copy attached). The first training will take place October 4th.
- Arlene MacPherson & Jay Schupp will attend SunGard SCT's Project Management Training September 21st-23rd on Lake State's campus.
- Gary McGrath, our SunGard SCT Project Manager, will be on campus the morning of September 24th.
- Arlene MacPherson & Nancy Nethery will be attending the SETA Northeast Users Conference in Hartford, CT September 27th – 30th.
- The Business Process Analysis (BPA) training for Student will take place the week of October 4th.
- The BPA Seminar for the other modules will take place the week of October 18th.
- Phone conference calls with the functional trainers will take place in September.

Staffing

- Leisa Mansfield accepted a one-year position as a Banner Analyst. She started August 30th. Her first assignment is to flowchart the Admission Office's current BPAs. She will then attend the BPA sessions and help write the new BPAs for all the functional areas.
 - 5 additional part-time employees will be hired for 20 hours a week to help the offices during their implementation. The part-time employees will be hired and trained by the Directors of the functional areas (Advancement, Business Office/Purchasing, Financial Aid, Human Resources and Registrar), but they will be paid out of the Banner expense account.

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Accomplishments

- Banner was successfully installed! Sean McNeely, our SunGard SCT installation specialist, was on campus the week of August 30th and confirmed everything is working properly.
- The Project Team completed their review and modifications to the Project Definition Document. Gary McGrath reviewed the PDD and suggested a few minor changes. The changes have been made and the PDD is currently being signed by all the appropriate parties.
- The Communication Team is in the process of finalizing a Banner Implementation Communication Plan.
- A Banner website was created (www.lssu.edu/banner). This site is updated regularly with news and important dates regarding the implementation.

Current Issues

Computer Training Labs

- We need a dedicated computer training lab for the Functional Training Workshops. LBR 333 is the ideal lab because it is designed for computerized training sessions. Fred Michels asks that we find a different location, because he does not want to tie up LBR 333 as it is used for a multitude of other training sessions. Our other lab option is the Rathskeller, but the Rathskeller is currently used as a Student Lab from 10-4 daily. The Rathskeller is also not designed for training; the computer sits on the desk and acts as a barrier between the instructor and the learner.
- CAS 302B is currently being converted into a computer training lab that will be used for the Technical Training Workshops. This is a small lab that will not accommodate the functional training workshops.

By: Arlene MacPherson
September 14, 2004