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## BANNER STEERING COMMITTEE MINUTES

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Date: October 15, 2004

To: Banner Steering Committee  
Maurice Archer, Trudy Bers, Michele Brown, Donna Keene, Linda Korbel, Bonnie Lucas, Joianne Smith, Robert Sompolski

From: Bruce Oates and Paul Grassman

Re: Banner Steering Committee Minutes – October 14, 2004 Meeting (Revised 11/8/04)

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Attendance: Maurice Archer, Trudy Bers, Michele Brown, Paul Grassman, Donna Keene, Linda Korbel, Bonnie Lucas, Bruce Oates, Joianne Smith, Robert Sompolski, and Mary Anne Swing

The meeting began at 9:00 am in the President's Conference Room.

1. Welcome

Bonnie welcomed everyone to the meeting. She explained the purpose and mission of the Banner Steering Committee and emphasized the importance of the Steering Committee in the upcoming implementation. With the addition of Michele and Linda, she stated that the Steering Committee consisted of the same individuals who had participated in the committee that had recommended acquisition of the Banner software package. She also introduced Bruce and Paul as the co-project managers for the Banner implementation.

2. Project Definition Document

Bruce and Paul passed out copies of the Project Definition Document (PDD). Paul emphasized the importance of the PDD in documenting project objectives, scope, deliverables, ground rules, and respective responsibilities of Oakton and SCT. Paul also explained that the project would be organized using SCT's Common Service Methodology (CSM), and the PDD was one of the first deliverables from this methodology.

There were several suggestions for changes to the PDD. Paul agreed to make the changes. Bonnie asked all committee members to further review the PDD and to send any comments or suggestions to Paul.

3. Project Schedule

Paul and Bruce passed out a schedule through June 2, 2005, of the dates when the SCT consultant would be at Oakton. Bonnie reviewed the schedule with the Steering Committee and emphasized the importance of having the appropriate individuals at each of the sessions. She mentioned that many of the sessions were structured with a training session first followed several weeks later with a follow-up session at which decisions on configuring the software needed to be finalized. She said that the SCT consultant would assign "homework" to the attendees between the sessions.

Bonnie and Bruce said that a schedule of the remaining SCT consultant visits for the remainder of the project would be available in a few weeks and would be provided to the Banner Steering Committee.

It was agreed that all members of the Steering Committee needed to attend the Overview part of the session scheduled for December 6-8, 2004. It was also agreed that Bruce and Donna needed to attend and to send the appropriate individuals on their staffs to the sessions on the Catalog and Schedule on January 4-6, 2005, and February 1-4, 2005. It was also agreed that Michele needed to attend and to send the appropriate individuals on her staff to the sessions on Recruitment and Admissions on March 8-10, 2005, and April 5-8, 2005. Bonnie said that appropriate IT staff would also attend all sessions.

4. Banner Working Groups

Bonnie explained the importance of having appropriate individuals on the Working Groups, making sure that these individuals attended the appropriate SCT consulting sessions, and giving these individuals the authority to make decisions. A discussion on the specific individuals to be assigned from each group followed. Bonnie asked that the names of the specific individuals to be assigned to the Working Groups be provided to her by early November.

5. Miscellaneous Topics

Bonnie and Paul discussed the plans for installing the Luminis web portal software.

There was also discussion on the plans for converting the current OakSTAR academic and financial information to the new system.

There was a discussion on the need to interface the Banner software with other systems, including the DARS software.

Bonnie discussed the Business Process Analysis (BPA) services to be provided by SCT. She said that there would be a technical training class at Oakton on BPA techniques on November 16-18, 2004. She said that she expected the class to be of interest primarily to Information Technology staff, although members of the Banner Steering Committee were certainly welcome to attend. Building on this training, she said that we might ask SCT to do a special BPA workshop focusing on our current accounts receivable processing and procedures, perhaps in the February-March, 2005 timeframe. In addition to documenting current procedures, the workshop would also develop recommendations for improving our current accounts receivable processes and procedures. Maurice expressed support for such a workshop.

Bonnie mentioned that the Board would be asked to approve the acquisition of a facilities scheduling software package called Astra Schedule on October 19, 2004. Paul mentioned that, if approved, the hardware and software would be installed later this year, and the implementation would begin in January, 2005.

5. Scheduling of Banner Steering Committee Meetings

It was agreed that the Banner Steering Committee needed to meet monthly. It was agreed that the next meeting would be on November 8, 2004, at 9:00 am and that the members of the Working Groups discussed above would also be invited to this meeting.

The meeting ended at 10:15 am.