
BANNER STEERING COMMITTEE MINUTES

Date: November 12, 2004

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

Banner Application Development Team:
Robyn Bailey, Debbie Brisbane, Jo Cohen, Helen Grossfeld, Marie DeMar, Nancy Schwabe, Manisha Shah, June Sproat, Valerie Westphal

From: Bruce Oates and Paul Grassman

Re: Minutes – November 8, 2004
Joint Meeting of Banner Steering Committee and Banner Application Development Team

Attendance: Maurice Archer, Robyn Bailey, Trudy Bers, Debbie Brisbane, Michele Brown, Jo Cohen, Marie DeMar, Paul Grassman, Helen Grossfeld, Donna Keene, Linda Korbel, Bonnie Lucas, Bruce Oates, Nancy Schwabe, Joianne Smith, Robert Sompolski, June Sproat, Mary Anne Swing, and Valerie Westphal

The meeting began at 9:05 am in the Business Conference Center Conference Room A.

1. Welcome and Introductions

Bonnie welcomed everyone to the meeting. She explained that this was a joint meeting with both the Banner Steering Committee and the Banner Application Development Team. She reviewed the purpose and mission of the Banner Application Development Team and asked the members of both the Banner Steering Committee and the Banner Application Development Team to introduce themselves.

Bonnie said that there would be much hard work ahead for both groups. In the ensuing discussion, several important recommendations were made:

- Both groups needed to maintain a positive, constructive attitude in their interactions and discussions with other staff. This was judged particularly important as staff would look to both groups for project leadership.
- Both groups needed to maintain confidentiality regarding discussions and resolution of issues in which there were differences of opinion between different departments.
- All participants should not use Banner capabilities or limitations in a negative manner as the rationale for decisions which might come from the Education Policies and Procedures Task Force (EPP-TF).

2. Minutes from October 14, 2004 Meeting

Paul passed out copies of the minutes of the October 14, 2004 meeting. It was noted that the minutes should be changed to include Linda as one of the individuals who was added to the Banner Steering Committee from the original committee that recommended acquisition of the Banner software. (Editor's note: The minutes have been changed and posted to the Banner web site.)

3. Business Process Analysis

Paul passed out copies of the agenda for the Business Process Analysis (BPA) workshop to be held at Oakton on November 16 – 18, 2004. Bonnie mentioned that the instructor has strongly recommended that as many members of the Banner Application Development Team as possible should participate, along with appropriate Information Technology staff. She and Paul also further reviewed the agenda and the content of the workshop. Bonnie asked that those individuals planning to participate should email their intent to attend to Paul.

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It was also mentioned that there would be a special one day BPA workshop focusing on Oakton's student accounts receivable practices on March 7, 2005. Since this workshop would produce recommendations for changing Oakton's current student accounts receivable procedures, it was deemed very important that all individuals responsible for student accounts receivable processing should attend.

4. Working Area for Banner Application Development Team

Bruce mentioned that it would be desirable to have a special dedicated work area for the Banner Application Development Team where they could meet together to work on their Banner assignments. He mentioned that one of the locations being considered was the current Registration and Records storeroom.

5. Project Definition Document

Paul passed out copies of the Project Definition Document (PDD), as discussed in the October 14, 2004 meeting. Michele pointed out that her suggestions for the document from that meeting had not yet been incorporated. Paul agreed to make these changes and to post the revised document on the Banner web site.

6. Project Schedule

Paul passed out copies of the master schedule of visits to Oakton by SCT consultants to conduct training sessions, configuration workshops, and testing assistance. He noted that the schedule extended through February 2006 and was extensive. He reviewed the schedule and noted that there were sessions intended specifically for the Banner Application Development Team and other more technical sessions targeted specifically for Information Technology staff.

Bonnie pointed out that the schedule also included the implementation of the Luminis software. She also talked about the schedule for installing the Banner software to have it ready for the first visit of the SCT student consultant, Dottie Marron, on December 6 – 8, 2004.

Paul said that he anticipated there would be updates made to the schedule. He said he would post a current copy of the schedule on the Banner web site whenever changes were made.

7. Banner Interface with EPP-TF

Bruce and Bonnie talked about the need to work with the EPP-TF work groups to coordinate and validate their recommendations with the capabilities and limitations of the Banner software.

8. Ad Astra Facilities/Event Scheduling Software

Paul and Bonnie discussed the need to implement new facilities scheduling software in coordination with the new Banner software. Paul reviewed the work done by an evaluation committee to date that resulted in the recommendation of the Ad Astra scheduling software. He said that implementation efforts on Ad Astra would start in the January 2005 timeframe. Bonnie added that Gail Cohen would serve as the IT project manager and Ann Marie Barry would be the user project manager.

9. Banner System Interfaces

Bonnie, Bruce, and Paul discussed the need to design, program, and implement interfaces between Banner and other Oakton systems. Some of the interfaces discussed included those with DARS and Powerfaids. Bonnie said that the interface with DARS would be purchased from Miami University of Ohio.

10. Questions

During the discussion period, it was recommended that a Banner problem reporting procedure be developed that would be more hierarchical than that currently used for OakSTAR. The hierarchy would be incorporated in the Subject line of the email messages used for problem reporting. Also, the importance of a comprehensive communications plan was emphasized and discussed.

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10. Scheduling of Next Banner Steering Committee Meeting

The next meeting was scheduled for Wednesday, December 15, 2004, at 1:00 pm.

The meeting ended at 10:55 am.