Banner Implementation Team Meeting
Friday, March 30, 2001
1002 1 Park Place

Present: Carolyn Alexander, Dave Bledsoe, Keith Campbell, Bill Fritz, Dan Hammond, Mike Moore, Dan Niccum, Cherise Peters, John Pratt, Wanda Taylor, Winnie Tsang-Kosma, Joann Worthington

Approval of Minutes
The minutes of the March 16 meeting were approved as amended.

Announcements - general presentation (Bill & Cherise)
Bill reported the website has been getting a lot of attention. A counter will be added to capture the number of hits. Bill would like the web page to be dynamic and constantly changing, so the current events and news items will be updated. Focus Team leaders should forward to Bill and Cherise any decisions their teams have made and cc Wanda, for posting to the web. Team Leaders should continue to work on the issues questions. The questions are posted on the web and the answers are being posted as soon as Wanda receives them.

The University System has a shortfall of $54 million in its budget, which penalizes Georgia State University by $7 million. Much of contingency money will probably be used to fund Banner.

SCT has committed to a full time consultant effective May 1. Bill and Cherise will have the opportunity to interview the person and concur with SCT’s recommendation. If agreed, the consultant would be on-site three days per week, telecommuting on Mondays and Fridays. She will not be committed to any other project. SCT has agreed to get an A/R expert and has committed a full week of retraining at no expense to Georgia State. Cherise and Bill are doing everything possible to put pressure on SCT to be responsive to Georgia State’s needs.

Bill reported the Steering Team has endorsed the direction the projected is headed.

Keith reported a large server order has been placed with delivery scheduled for April 11. His Team and will be having a server-naming event for the Banner servers. Servers are named dedicated to a theme. Keith asked for name suggestions for the Banner servers be sent to him via email. 10 – 12 names will be needed.

Timeline and modifications
The admissions office has requested having the processing of applications later in Spring 02 for admits for Spring 03. January through April is a heavy processing period in Admissions and they would prefer processing applications in Banner by March/April when their workload peaks off. Dan N., Dave and Norma Shipp will meet with Jonette to discuss timing and Financial Aid processing and bring the issue back to the Implementation Team.

Pre-requisites and registration restrictions
Bill is telling the University that Banner will duplicate or repeat what is currently handled under the current system. New requests will be scheduled in. Pre-reqs will be entered as part of catalog descriptions and phased in gradually depending on the load on servers or how quick the faculty want pre-reqs entered. Pre-reqs must be logically defined and consistent. Faculty and Deans will need to review their current pre requisites and be sure they are what they want.
**Degree Audit report (keep PACE?!)**
Georgia State University will continue to use PACE as its degree audit system. The BOR and OIIT will probably consult with Georgia State in evaluating CAPP. Bill, Cherise and Tim met with Linda Jessup, Project Manager, and Ron Wills of SCT to demonstrate PACE.

Keith, Cherise, Tim, Carletta Duncan and Steve Ratterree will meet next week to discuss PACE and Banner to decide what would be necessary to interface and make enhancements, such as being web based. Tim reported they were still interested in DegreeWorks, if it could come up with a Banner interface. Staying with PACE would give Georgia State breathing room of another 2-3 years, time to enhance DegreeWorks and CAPP.

**Team meetings**
Team Leaders should communicate and share information from Implementation Team meetings with their focus teams. They should also have agendas and minutes documenting discussions and make assignments. Bill volunteered BJ Yergens, Gary Longstreet, Wanda and other resources to attend team meetings to take minutes. Minutes should be sent to Wanda for posting on the web.

**Plans for Summit Conference**
At the Summit in Toronto, Team leaders should have a list of questions, go around, meet, and talk to lots of people about their experiences with Banner. Team leaders should send their schedule at the Summit to Wanda and she will create a master schedule. The Team will meet for dinner at 6:00 p.m. on Saturday (4/7/01) in the lobby of the Royal York Hotel. Joann will set up a demo with Jason C.? on a cashiering system and send the date and time via email to the Team.

**Release of 5.0 and our responsibility as an Early adopter (Cherise)**
Initial release of 5.0 did not work. The 5.0 upgrade is scheduled for April 9 for Tlab, Training, Conv, Q1B, Dev, Q&A and Preprod. Housing and Alumni will not upgrade to 5.0 at this time.

How data entered in 4.0 is handled needs to be identified. Cherise needs know if any data entered during training need to be restored. It was requested to have minimal security built in Tlab and to document roles for instance. Keith will meet with Chila and outline what is currently being used now – Read access vs. write access. Dan H. and Cherise will discuss who want to see and what.

**Meeting time (Key dependency project planning meetings)**
The Banner Team will meet every other week instead of weekly. Cherise will meet and chair smaller group for key dependency project planning on alternate weeks. These will be task-oriented meetings. Cherise will ask Emory to chair the first key dependency meeting which will be scheduled based on Emory’s schedule and will be a project oriented meeting for the whole Banner Team.

**Retreat plans and schedule**
For the Clemson Retreat, Bill will get a van and leave on Thursday around 9:00 a.m. with lunch at noon. At this time, not sure where the lunch or the retreat will be held. The retreat will finish on Friday about 2:30. C&A has planned several team leadership building activities.

**Team reports: Dave Bledsoe and Mike Moore.**
Mike Moore reported the budget for Decision Support has been submitted. The general plan is to get hardware and the software license by this spring/summer and begin migrating Statware.

What Banner does or does not do needs to be defined and what could be done using Orator or Statware. Mike would like to meet with users group to discuss managerial reporting needs.

Teresa Johnson is going about campus to find out about users of information.
Dave Bledsoe reported the Financial Aid focus team has been busy. In Tlab, they have rolled forward first data of 01 to 2001-02 and have tract table set up. This data needs to be captured and not lost in 5.0 upgrade. Dave will discuss more with Cherise.

Joann reported on discussions with Finance and Administration and Bank of America regarding checkbook residual fund transfers.

**New Business/ Old Business/ Adjournment**
- Issues of standards and security: Chair and faculty will have input but BIT is responsible. Any documents draft versions send forward to BIT for review.

**Decisions and Action Items**

<table>
<thead>
<tr>
<th>Decision or Action Item</th>
<th>Description</th>
<th>Assigned To</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Item A-010330-01</td>
<td>Forward to Bill and Cherise any decisions their teams have made and cc Wanda, for posting to the web. Team Leaders should continue to work on the issues questions. Answers are being posted as soon as Wanda receives them.</td>
<td>BIT</td>
<td>4/13/01</td>
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<tr>
<td>Action Item A-010330-02</td>
<td>Send suggestions for names for the Banner servers via email to Keith.</td>
<td>BIT</td>
<td>4/13/01</td>
<td></td>
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<tr>
<td>Action Item A-010330-03</td>
<td>Discuss timing for Admissions and Financial Aid processing and bring the issue back to the Implementation Team.</td>
<td>Dan N., Dave Bledsoe, Norma Shipp Jonette Gowan</td>
<td>4/13/01</td>
<td></td>
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<tr>
<td>Action Item A-010330-04</td>
<td>Team Leaders should communicate and share information from Implementation Team meetings with focus teams. They should also have agendas and minutes documenting discussions make assignments.</td>
<td>BIT</td>
<td>Ongoing</td>
<td>Ongoing</td>
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<tr>
<td>Action Item A-010330-05</td>
<td>Send their schedule at the SCT Summit to Wanda and she will create a master schedule. The Team will meet for Dinner at 6:00 p.m. on Saturday Night (4/7/01) in the lobby of the Royal York Hotel. Joann will set up a demo with Jason C.? on a cashiering system and send the date and time via email to the Team.</td>
<td>BIT</td>
<td>4/06/01</td>
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<td>Action Item A-010330-03</td>
<td>Security Issues - Outline what is currently being used now - Read access vs. write access.</td>
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<td>Action Item A-010330-03</td>
<td>Discuss Financial Aid training and data entered in 4.0 which needs to be captured and not lost in 5.0 upgrade</td>
<td>Dave and Cherise</td>
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<td>Issues of standards and security any documents draft versions send forward to BIT for review.</td>
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