Banner Implementation Team Meeting
May 18, 2001

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

Approval of Minutes
The minutes of the May 4, 2001 meeting were approved.

Announcements
Bill announced he would be in Montana for the next 2 ½ weeks on a Geology field trip. He will still be conducting University business via email and cell phone and asks if something important comes up, please contact him.

Bill and Cherise have been meeting with the College of Law and has a follow-up meeting with them this afternoon to continue discussions on Law’s involvement with Banner. The College of Law has the perception that the rest of the campus wants to keep it isolated. Bill and Cherise’s talks with the College of Law has revealed a lot of expertise within Law that will be helpful with the implementation of Banner. Joann will join in the meeting this afternoon to get information on the College of Law’s detail code that became an issue during her AR training. Bill also reported Dean Janice Griffith is very supportive and understands the importance of the Banner Team member’s participation. Also, by creating a second category of students in Banner, the College of Law will be able to keep its own grading system.

Bill also plans to meet with the Dean of Health and Human Sciences and the Chairs in the College of Education. As a side note, Ron Colluruso has been named the new Dean of the College of Education.

Charles Gilbreath has been asked to join the Implementation Team as Team Leader of the Registration Focus Team. With the dissolution of Continuing Education, Charles will be working to capture Continuing Education hours to report to the Regents and Registration procedures. Joann and Charles will schedule a follow up meeting regarding fee assessment to make sure they both understand.

Cherise reminded the Team to get feedback from their focus teams on the Time line so Tim and she can start developing the User Timeline.

Keith reported he was waiting to get information back from Beth Brigdon at OIIT regarding Banner’s integration with WebCT. Bill suggested he, Keith and Faye Borthick meet to discuss.

Keith also advised when considering purchasing new hardware, to go to Dell Computers refurbish site for significant savings. To get the best deals on large orders, he advised calling and talking with a sale rep directly.

Mike reported there would be a number of users on an OLAP type server, probably one user in each area. He reported talking with the Schedulers and one of the main requests was to have printing delivered to desktop. Keith will get the specification for printers for Banner.

Mike will populate the deliverables for reporting to timeline Go-live dates and give the information to John.

Action Item List from Retreat and Retreat Follow-up
The action items from the Retreat will be consolidated with the action items identified in the Implementation Team meetings.
**Budget and Backfill Positions - update**
Bill reported the budget is tight for fiscal year 2002, but he is pushing for backfill positions. Bill is working with Keith to par down the equipment budget and is trying to postpone much of the equipment purchases to FY 2003.

**Protocol for Contacting SCT**
To establish a more formal process for contacting, Ron Wills needs to know Banner administrators are aware of requests as he does not want to get caught up in campus politics. Team members should let Bill know of issues when they need to contact SCT persons (outside of Karen) so that Bill can give Ron a heads up.

**Fall Retreat Plans and Schedulers Retreat (Oct 18-19 at Amicalola Falls)**
Preliminary plans for the Fall Retreat are for October 18-19 at Amicalola Fall. Tentative plans for the Schedulers retreat is for June 25 at Indian Creek Lodge.

**Reporting Terminology and Vocabulary**
Mike reported he and his key team members, Mary Jane Casto and Teresa met with Cherise, John and Karen Chastonay to discuss reporting, identifying reasonable deliverables and developing a reporting project plan. He also reported they had met with the Catalog/Scheduling Team. Mike stated there is a need for using another vocabulary when discussing Banner and reporting. The questions should be asked, “Is the information in Banner? Can the information be taken out of Banner? and Can it be delivered in a reasonable form and time”? Mike needs to know where the data is and what is available in Banner.

A new decision support environment, based on the Statware prototype, is being developed that will provide whole printed reports, modifiable reports, printable reports and on-line reports. OLAP, a power tools for Query, which will be limited across campus, will also be available.

**Focus Team Charters**
Bill and Cherise had five items to respond to in an audit of the Implementation Project by the Georgia State internal auditors. The Reporting and General Person Focus Team Charters still need to be developed and published. John will coordinate with the Focus Team leaders and complete by June 15.

The Auditors wanted a primary success measure added to the Transfer Articulation Focus Team charter, which would articulate what would be done to preserve data if the system crashed. John and Tim will review the Transfer Articulation Charter to see if the Auditors possibly misinterpreted the data and revise the charter, if necessary.

**Team Reports**
Keith reported seeing and being happy with the Web enabled forms. He is in the process of getting memory for the servers and will send via email the web address to the team to be guinea pigs for testing. Please do not share the web address with anyone beyond the Implementation Team. Tlab, Training and Conversion will be web enabled. Keith will be monitoring and wants feedback on differences between web and client, including any annoying differences.

Joann reported there would be another Cashier Session with Sales Point on June 7 at Georgia Tech from 10:00 – 2:00. Lunch will be included.

Joann reported the next AR training is scheduled for the week of June 25 and she has invited the Comptroller to the morning meeting on June 25 to discuss the General ledger.

Dan H. reported scheduling an overview session of Registration on May 29 and Academic History May 30 with Karen Chastonay.
The team is still pleased with having Karen available and she has been asked to attend the key dependency meetings.

Cherise will follow-up with Ron about rescheduling training during the first week of fall classes.