



## Banner Steering Committee

Meeting Notes  
February 11, 2016  
2:00 pm – 3:00 pm  
Board Room

Present: Josh Collins, Melissa Green, Ben Harris, Eric Houck, Nancy Shepard, Bart Scott

Absent: Nancy Coughlin, Vickie Donaldson, Nancy Funk, David Gault, Kelly Groppi, Kent Gross, Doug Haugen, Lori Luddon, Nancy Miller, Valerie Roberts, Charlie Roche, Scotty Thomason, Meghan Witherell, Dylan Paoli--Student Representative

Notetaking: Deanne Delano

- 1) The January 15, 2016, meeting notes were approved and they have been posted to the website.
- 2) **CCCApply:** We pulled the trigger and we are up and running. This is a low student-application period, therefore, in order for us to problem solve, the timing is good due to the low volume of applications. So far, 50 to 60 applications have been processed. Going forward, we will look for common-matching problems. David Gault is making sure the applications are coming through. He is looking at more formal training to see how the process is working. David and Ben have been trouble-shooting this process. If any other staff are having problems, please let the IT Department know what problems others may be experiencing. May 1, 2016, is the next primary registration date. Eric Houck suggested taking Jan Keen away from being the initial contact person and instead we would transition into auto-email messages. That will be a discussion for another separate meeting.

To use CCCApply effectively, it will be necessary to get our students to use their Siskiyous email more regularly. We are allowing students to access email through Banner-Luminis. We want to show email on their front page when they log in once Luminis 5 is installed.

We would like to see the Student Help Desk communicate to the students about CCCApply. CCCApply has a direct support center if issues arise with the application.

David Gault is working on CCC ID and Canvas interfacing for Nancy Shepard. One question is how CCC Apply will interface with Canvas.

- 3) **Ellucian Action Plan:** Eric Houck sent out an overview of the Action Plan. This is not the full proposal. Presently he and Nancy Funk are still looking at options, pricing, and what we will actually purchase in our package. We are using a timeline, and looking at what parts of the proposal we can do internally and forego the expense of purchasing more software. We may need to have more campus forums to discuss our needs. We need to get the proposal rough draft to the Board by March. We won't be able to do all that Ellucian is recommending, but we have a strong desire to do as much as we can afford.

- 4) **CISOA Conference:** Eric Houck, Chris Wehman, and Meghan Witherell will be attending the February 2016 Conference in Anaheim. The Ellucian Live Conference will be in April in Denver, CO. We are sending Josh Collins, Ben Harris, and Val Roberts.
- 5) **IT Project Updates:** David Gault will begin to work on the E-Transcripts project. We are working on the waitlist issues and have resolved some the problems. We have also changed the turnaround time for responses to the waitlist.
- 6) **Other:** Eric Houck scheduled an Ellucian demonstration, which included a link to Luminis. This information was sent to the Web Team for publication.