



Banner Steering Committee

Meeting Notes
March 10, 2016
2:00 pm – 3:00 pm
Board Room

Present: Josh Collins, Nancy Funk, Melissa Green, Kelly Groppi, Ben Harris, Jan Harris, Eric Houck, Nancy Miller, Nancy Shepard, Bart Scott, Meghan Witherell

Absent: Nancy Coughlin, Vickie Donaldson, David Gault, Kent Gross, Doug Haugen, Lori Luddon, Valerie Roberts, Charlie Roche, Scotty Thomason, and Dylan Paoli--Student Representative

Notetaking: Deanne Delano

- 1) The February 11, 2016, meeting notes were approved and they have been posted to the website.
- 2) **Banner Update - STVRELT – Relation Codes – add “W” for Domestic Partner.** Since CCCApply is online, there is a coding request modification. Can we add a “W” to domestic partner option? We need to make sure that it is known that during registration only one or the other choice is made—either Registered or Non-Registered Domestic Partner. (There is a difference.) The system gets stuck until this issue is addressed. Eric will confirm whether there is already a registered domestic partner choice, and if so, we can add the “W” so we can go ahead and process the applications.
- 3) **Banner Update - GOAINTL – International Information.** Should we be tracking international student data through Banner? Currently, we do not have very many international students and we have been tracking them manually, however, Banner does have the capacity to track VISA and international student data. We should be using this method for tracking international students so that in the future we will be able to trace the data. One question was whether storing this data has any legal ramifications. Regardless of the low volume of international students, we should be tracking this information electronically in order to house the student records in our electronic data files.
- 4) **Ellucian Action Plan Proposal.** The full proposal has been received from Ellucian. Nancy Funk and Eric Houck have been discussing priorities regarding the proposal. They are looking at a 3-year plan, the timing of the proposal, when we would be funded, and priorities. With the larger software options we would receive more software and the discounts are higher. With less software, the discounts are lower, so Eric and Nancy are weighing options. Campus forums will be held next week to discuss the options with the campus staff as a whole and the needs and choices for purchase. The purchase proposal then goes to Council and the Board Meeting in April. After the approval, we will plan out the process and schedule and build our system. While the staff is being trained with the new software, temporary help employees may be placed into the budget of the

training plan so that staff will have the time they need to learn the new software. Staff cannot be expected to do both their daily responsibilities and train with new software and do both well. This is important to help our training be successful. We have also been assured that the quality of management from Ellucian during implementation will be a priority.

5) IT Project Updates

- **Waitlist.** Continuing to identify issues. There have been several separate meetings, but for now the waitlist is good.
- **Holds.** In relationship to the waitlist, how holds function and how they can function is yet to be determined—we are just scratching the surface but continue to look into that.
- **Degree Works.** Had a semi-soft launch so students can see the Ed Plans.
- **Academic Standing.** Making changes to meet regulations. We are implementing data and processes.
- **Other.** CISOA. Eric went to some of the presentations for Banner and Ellucian, and he will share presentations that he has access to.