



Banner Steering Committee

Meeting Notes

May 11, 2017

2:00pm – 3:00pm

Boardroom

Present: Josh Collins, Nancy Coughlin, Nancy Funk, David Gault, Melissa Green, Kelly Groppi, Ben Harris, Jan Harris, Eric Houck, Anne-Marie Kuhlemann, Bart Scott, Megan Witherell

Absent: Vickie Donaldson, Kent Gross, Doug Haugen, Nancy Miller, Theresa Richmond, Val Roberts, Todd Scott, Scotty Thomason

Notetaking: Bethany Golly

- 1) **Meeting notes:** Notes from previous meeting were distributed, reviewed, and approved.
- 2) **Cloud Migration Status:** Cloud migration has occurred with minor hiccups but no major disasters. Some issues are still being worked on regarding Luminis and single sign-on.
Other issues include:
 - Latest Java update is incompatible – temporary solution is to use previous update
 - Registering for classes with pre/corequisites - process was fixed
 - Evisions needed updating and almost broke payroll - process was fixed
 - PERS Reporting – Banner didn't create correct month's text file, had to be manually created – may have been glitch related to migration, must be monitored
 - TouchNet – issues with single sign-on, Mastercard – working on solutions
 - Users can be active in SSB and still have mySiskiyous time out – desire for extended time out period
 - Some student accounts did not have "Student" user role assigned
 - "Authentication Error" upon login – needs further investigation, may be multiple issues
 - Financial Aid data load processing issuesTo ensure success in moving forward, end users must:
 - Test their own departmental processes in test environments as IT staff cannot test everything
 - Establish greater understanding of Banner through online training and help guides
 - Use Banner as intended and avoid shortcuts that can cause issues (e.g. copying and pasting parameters)
 - Create helpdesk tickets for issues even if there is a temporary fix that solves issue momentarily
- 3) **Maintenance Windows:** Daily, weekly, and monthly upgrades to the system must occur, and will be regularly scheduled during the nights and weekends. Notifications about system outages will be distributed ahead of time.
- 4) **Ellucian Action Plan, 5) Ellucian Analytics & ODS/EDW, 6) Other:** Tabled due to time.

Next meeting: *Thursday, April 13th, 2017 (2pm-3pm)*