



# College of the Siskiyous

## Banner Steering Committee

Meeting Notes

July 13, 2017

10:00am – 11:00am

Boardroom

**Present:** Amanda Alvarez, TJ Baugus, Nancy Coughlin, David Gault, Melissa Green, Kelly Groppi, Jan Harris, Eric Houck, Anne-Marie Kuhlemann, Bart Scott

**Absent:** Josh Collins, Vickie Donaldson, Kent Gross, Ben Harris, Doug Haugen, Theresa Richmond, Val Roberts, Bart Scott, Todd Scott, Meghan Witherell

**Notetaking:** Bethany Golly

1) **Meeting notes:** Notes from previous meeting were distributed, reviewed, and approved after correcting members present.

2) **Access to INB (SSO vs. Shortcuts):**

Clarification of Banner Systems: **mySiskiyous** (our portal students/employees log into, also called Luminis) directly integrates with **SSB** (also called Self-Service Banner), where one can look at class schedules, leave balances, budgets, etc., and is all done within the internet browser window.

**INB** (also referred to as Banner or PROD) is the employee-only database that pops up in a new window from the internet browser and can be used with different abbreviations for functions (e.g. SPAIDEN, GOATPAD). This database can only be accessed by a computer on campus or by a computer using a VPN connection.

The cloud transition has enabled single sign-on (SSO) for SSB, INB, and other services, with more to be added – however, utilizing SSO to get to INB resets your password to a random password, and you can no longer utilize any desktop shortcuts to login. If you want to use a desktop shortcut, you cannot utilize mySiskiyous' SSO function for INB.

Discussion was held on adjusting the mySiskiyous timeout, which will be further investigated.

3) **Banner Upgrades Scheduled – Sat. July 22, 2017:** Necessary Banner upgrades are being scheduled outside of regular business hours, and some Banner functions will be locked out during that time. Discussion was had on prime usage periods for students and staff and how to reduce impact. Departments need to finish testing functions before upgrade to ensure everything will move smoothly.

4) **Credit vs. Non-Credit student:** COS is starting to introduce many more non-credit courses, but there are differences with SSSP reporting for credit students and non-credit students, and there is not a proper system in place to differentiate between the two types of students.

5) **Banner 9 Update:** IT staff has started preparing for upgrade to Banner 9, which must occur before December 2018.