BANNER OPERATIONS COMMITTEE

June 02, 2011

3:00 pm

Heth 043

Meeting called by:	**Jackie McNabb**	**Type of meeting:**	**BOC Monthly Meeting**
Facilitator:	Jackie McNabb	**Note taker:**	Lisa Blackwell
Attendees:	Carrie Callahan, Rebecca Conner, Allison Pratt, Matthew Brunner, Joey Sword, Damien Allen, Stephanie Jennelle, Carrie Silliman, Barbara Porter, Santhosh Parameswaran, Lisa Blackwell, David Horton, Mary Daugherty, Ariel Pena, Jeff Orzolek		
Designee Attendees:			
Unable to attend:	Debbie Johnson, Gwen Hughes, Rebecca Pennington, Jimmy Quesenberry, Marc Jacobsen, Nichole Shepherd, Cathy Greenberg, Wendy Lowe, James Pennix, Margaret McManus, Aaron Weeks		

MEETING MINUTES

- ✓ Agenda Item: Jackie McNabb called the meeting to order at 3:02 pm and asked for minutes from previous meeting to be reviewed. A motion to approve the minutes from the previous meeting was made by Matthew Brunner and seconded by Jeff Orzolek.

- ✓ Agenda Item: Jackie discussed the process by which we would like to enter Emergency Contacts into Banner:
  - Jackie stated that we do not want to have this input come from multiple systems. She proposed that we take what data is in the Housing Module and import that into Banner. From that point on, the data would be collected by an SSB page. We would then turn off that functionality in the Housing Module and the Housing Module would be updated from Banner moving forward. The ultimate plan is to have a Student Check-in process that updates Emergency Contacts at the time of check-in.
  - Jeff Orzolek expressed concerns about this for the Residential Life Office. For Housing Contracts the Emergency Contact is a required field. How will we require students to give us this information in SSB?
  - David Horton proposed that we take the Emergency Contact data from all new students through the Housing Module Application/Contract process and import it to Banner. After a certain date (census date) students would be directed to make any changes through SSB. Access to this data in the Housing Module would then be deactivated.
  - Jackie said she will have to take David's proposal under consideration because it will require synching multiple systems.
  - Damien asked if this could be part of the new portal link. The portal link will be discussed more at the next meeting.

- ✓ Agenda Item: Jackie discussed the new SSB page requested by Res Life/DOS – Jeff Orzolek
  - Res Life has requested that we create a web-based page for the office to use as a central location to retrieve important student data. It would be very beneficial in cases of an emergency during off hours. Some examples of its use are: Public Relations needing to gather info on students, the Police Dept. needing the location of a student at a given time, Res Life and other offices needing emergency contact info.
  - This form would be located in SSB and access restricted as deemed necessary by the committee. It would be piloted in the Res Life office. Jeff stated that a one page printout is optimal.

- David Horton asked if this would have to be accessed through the portal. Jackie said it would be less difficult if we did. The portal would prevent us from having to create additional authentication routines.
- Matthew said this would be good for faculty as well.
- Stephanie asked how we would search for student data in the new application. Jackie said name or ID.
- Santhosh asked where the medical info would be collected. Jeff said that the Housing Module is collecting this info currently. Santhosh had questions regarding access to certain pieces of sensitive data. The group agreed that would need to be discussed before implementation.
- When Debbie returns from vacation we will put this on the schedule for the Software Engineering team to begin analyzing.

✓ Agenda Item: Prioritization of Reporting Tasks
- Jackie introduced Carrie Silliman as the Reporting Team Manger and discussed the Reporting Team structure. There are two report writers and one Manager on the team. This team maintains the ODS, writes Cognos reports and "whatever else they are asked to do".
- Carrie brought the Reporting Team's project list for review by the committee. Each task was rated an H1, H2 or H3 or was deemed no longer needed.
- Carrie will create a BOC list similar to the Software Engineering team layout. H1 will be the highest. H2 next. H3 is a low priority. Operational tasks are those tasks which require the teams' attention without BOC prioritization. The team will plan to work on BOC prioritized tasks 4 hours a day and operational tasks 4 hours a day.
- Carrie announced that two Cognos upgrades are currently in progress.
- David Horton asked if the Cognos upgrades will impact the BOC task list priorities. Carrie indicated that the upgrade schedule has not been determined, but they will fall under a operational tasks. The upgrades will be conducted concurrent with the BOC task list priorities.
- The Cognos upgrades will require testing from all areas in PPRD prior to implementation. Cognos users will be notified when a testing schedule is determined.
- The Reporting Team also has a new reporting project for Admissions related to the Banner Relationship Module implementation.

✓ New Business Item: Jackie discussed the need for Institutional Research to have read-only access to Banner PROD.
- IR has requested system level access to write queries against Banner production. IT originally planned to give IR access to the Standby Database but the additional licensing cost was prohibitive. Jackie has sent an email to all Data Owners for approval to grant IR Banner PROD access.
- Damien said IR doesn't need access to Advancement and one of the tables in Finance.
- Santhosh asked if this could impact system performance. Jackie explained there is a governor in place on the database CPU that notifies IT if there is any process that is monopolizing the CPU time.

✓ New Business Item: Allison discussed adding a new task to the list for Software Engineering next week for Entrance and Existing Counseling to do with Campus Partners.
- This will be discussed with Debbie Johnson when she returns to get it in the Software Engineering BOC schedule.

✓ The meeting was adjourned at 4:08PM.

Approved by BOC on 7/7/2011