

**New River Community and Technical College
Ellucian System Super Users and Steering Committee**

Function and Purpose

The Banner by Ellucian System **Super User Group** and **Steering Committee** are responsible for guiding the ongoing implementation and use of Ellucian’s Banner products at New River CTC. Through ongoing communication and close collaboration, these two groups will guide both our day-to-day use of these products as well as developing plans for our longer-term use (e.g., reviewing and implementing aspects of the three-year Ellucian Action Plan). When an institutional issue arises regarding the Banner by Ellucian system, meetings will be scheduled as needed. These two groups have oversight responsibility for training and development of staff members who use the Banner by Ellucian products, to include those who use only the Self-Service interface (employees and students). Communication among these groups is facilitated by the NRCTC-BANNERUSERS-L listserv that is comprised of all members of these two groups as well as additional New River Banner by Ellucian users (currently about 70 total subscribers). The **Vice President for Technology and Library Services** chairs the **Steering Committee**. The **Database Administrator Senior** chairs the **Super User Group**. The Super User Group reports progress to the Steering Committee and the Steering Committee reports findings and recommendations to the President’s Cabinet.

Membership of Ellucian Leadership Teams

Steering Committee				
Last	First	MI	Title	Campus
Hazelwood	Lora	A	EXECUTIVE SECRETARY	RCC
Ayersman	David	J	VICE PRESIDENT OF TECHNOLOGY SERVICES	RCC
Barnhill	Larry	E.	CONSULTANT	RCC
Evans	Tracy	L	DIRECTOR OF ENROLLMENT SERVICES	RCC
Harmon	Patricia	R.	DIRECTOR OF FINANCIAL AID	RCC
Jackson	Twana	L	DIRECTOR OF PURCHASING II	RCC
Soeffker-Culicerto	Heike	Ilona	CHIEF FINANCIAL OFFICER	RCC
The following users were added in October 2015.				
Igo	Mary	M.	REGIONAL DIRECTOR OF OPERATIONS	NCC
Withers	Allen	B.	VICE PRESIDENT OF STUDENT SERVICES	RCC
Schofield	Janelle	R.	REGISTRAR	RCC

The **Steering Committee** has responsibility for:

1. Participation in and oversight of training for the Banner by Ellucian products.
2. Approval of all upgrades before they go to production.
3. Ensuring that periodic audits are done to verify security and appropriate usage of these products.

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4. Allocate appropriate resources to ensure project success.

Super User Group				
Last	First	MI	Title	Campus
Hazelwood	Lora	A	EXECUTIVE SECRETARY	RCC
Ayersman	David	J	VICE PRESIDENT OF TECHNOLOGY SERVICES	RCC
Baker	Amanda	L.	DIRECTOR OF HUMAN RESOURCES II	RCC
Barnhill	Larry	E.	CONSULTANT	RCC
Dalton	Cynthia	A	STUDENT PROGRAM ADVISOR	RCC
Evans	Tracy	L	DIRECTOR OF ENROLLMENT SERVICES	RCC
Fann	Dara	Sue	DATABASE ADMINISTRATOR SENIOR	RCC
Garris	Jason	L	SYSTEMS PROGRAMMER	RCC
Harmon	Patricia	R.	DIRECTOR OF FINANCIAL AID	RCC
Jackson	Twana	L	DIRECTOR OF PURCHASING II	RCC
Neil	Brigitte	K	SUPERVISOR OF STUDENT ACCOUNTS	NCC
Porter	Jessica	R	ADMINISTRATIVE ASSOCIATE	RCC
Thomas	Myrna	E	ADMINISTRATIVE SECRETARY SENIOR	RCC
Willis	Maxine	Danielle	ACCOUNTANT	RCC
The following users were added in October 2015.				
Lewis	Donna	M.	STUDENT SERVICES SPECIALIST	RCC
Fedders	James	M.	INTERM DIR OF INSTITUTIONAL RESEARCH	RCC
Matherly	Lisa	P.	ACCOUNTANT	ATC
Sparks	Karen		RECORDS OFFICER	RCC
Webb	Tonya		RECORDS OFFICER	RCC
Walton	Shamil		ACCOUNTANT	RCC
Borders	Coy		SUPERVISOR OF STUDENT ACCOUNTS	RCC

The **Super User Group** has responsibility for:

1. Planning and testing upgrades before they are implemented in the production environment.
2. Maintaining data integrity through on-going training of data entry operators and the development of data standards to guide consistent data entry.
3. Provide training for employee and student users of the Banner by Ellucian self-serve modules to facilitate user access to data.
4. Making recommendations to the Steering Committee regarding scheduled updates and other changes to how the Banner by Ellucian products are used.