

Ellucian Steering Committee

MINUTES

OCTOBER 23, 2015

10:00 A.M.

R130

MEETING CALLED BY	Dave Ayersman
TYPE OF MEETING	
FACILITATOR	Dave Ayersman
NOTE TAKER	Lora Hazelwood
TIMEKEEPER	
ATTENDEES	Janelle Schofield, Dave Ayersman, Lora Hazelwood, Dara Fann, Allen Withers, Patricia Harmon, Heike Seoffker-Culertio, Tracy Evans

Agenda topics

DISCUSSION OF THE
FUNCTION AND PURPOSE OF
THE SUPER USER STEERING
COMMITTEE

DAVE AYERSMAN

DISCUSSION	Reviewed the minutes from the October 9, 2015 Super User meeting	
	Three new members were added this summer: Janelle Schofield, Mary Igo and Allen Withers. The Committee will review the Ellucian Action Plan, which is a three year plan. This group will help to achieve the goals within that plan.	
	Item 1. New River needs to hide personal information (Birth Date, SSN#, grades). The group needs to know who has to have this information to do their job. Who currently has access to personal information? Who should decide who has access to this information? Legally can a workstudy student have access to this information? Dara Fann stated she needs to know who should be blocked from this information in Banner. Group discussed FERPA regulations. Allen Withers stated the FERPA expert at New River would be Janelle Schofield and himself.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Allen Withers will share with the group the FERPA regulations regarding this issue.	Allen Withers	
The group will share the FERPA information with supervisors.		

UPDATE ON THE ACTION PLAN TASK

DARA FANN

DISCUSSION	Dara Fann reviewed the Action plan with the group.
	XE readiness survey has been completed. Dara sent out an email to users on which XE options were available. Offered training to faculty member on the XE options approximately 30 faculty members' attended. They will be piloting these options throughout the semester.
	Banner Training was done this summer. Will offer 5 Banner training classes in the spring. In addition, an online digital subscription library has been purchased and is available. There are 10 seats available for this service. Several different types of training are available.
	Some DegreeWorks training is needed for faculty. Jossie Spencer and Donna Lewis have been trained in DegreeWorks to do scribing and could train other staff if needed. Janelle Schofield will contact them for DegreeWorks training for her staff. Dara will also follow up on this.
	Recommendation was made to do some Accounts receivable Detailed code clean up. This is currently free training through WVNET. Dara Fann and Jason Garris will go through this training. If further training is needed she will report back.
	Implementation services of E-vision, FormFusion, and Intellicheck. The Form Fusion needs to be set up. Dara will work with Twana Jackson to see if this has been implemented. Before bulk checking printing is implemented, we will check with BB&T and other local banks about a Bank Card type of service for refund checks.
	No movement on implementation of a job scheduler has been made. We are currently trying to go paperless with more bulk emails for students. Starting with the registrar office.
	No movement on budget development consulting services. We are looking at different budget management consulting services. Dave Ayersman asked the Super Users group to look at the different products available through different vendors. Dara stated, that cost will be an eliminating factor. Dara will set the demonstrations up for the Super user group.

No movement on Work flow implementation.

No Movement on the Position control implementation, this is an HR issue.

Student retention planning services will be defined through the Persistence and Complementation, this committee is chaired by Allen Withers.

Security training and consulting service was declined. Dara Fann has this training already.

POSITON ON THE DOL IT
POSITION

DAVE AYERSMAN

DISCUSSION	Advertised for a Banner support person through the DOL grant. None of the applicants met the qualifications. The goals of the DOL grant are in line with the broader goals of the Ellucian Action Plan, so hopefully some of the grant funding can provide the consulting. We will not be hiring a Banner IT person through the grant as it has only 18 months remaining.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The Action plan matrix will be updated. So staff will know what has been completed. Meeting adjourned. Dave will inform the group of the next meeting.	Dave Ayersman	