**FACT Meeting Notes**
**Monday, April 30, 2007**
**3 – 4 pm; CSS 302**

Present:  Lisa Besemer, Vicky Deur, Rob Wagner, Melissa Dohnal, Kathy Fisher, Jo Gerst, Kris Rasmussen, Bruce Gilchrist, Craig Westman, Karen Thompson, Bobbie Landreth, Dave Steffens, Sam Fattore, Sara Dew,  Erin Adkins, and Kim LaTendresse.

Absent:  Kim Graboskey, Pat Klarecki, Denise Grinnell, Lori Henderson, and Adam Wetherell

1. **Banner Unavailable and Clones**
   a. GOLD down 10:00pm April 30th: Month end processing
   b. Cloning SAND – Will be done on night of May 1, copy of GOLD from April 30th.  Dave S will need to reinstall grade patch in SAND.  Discussion on Open Enrollment application – might need to be reinstalled in SAND.
   c. Cloning DEV3 (Finance year-end testing) – clone from GOLD will happen by next week.  Tables need to be defined in WebFOCUS for testing of reports.
   d. Cloning PPRD – done April 30th from GOLD backup
   e. Cloning Dev5 - clone from GOLD will happen by Monday along with patch upgrade.
2. **Other Patches and Upgrade Requests:**
   a. Grade Patch – installed in GOLD by Monday night
   b. AR patches – installed in SAND after clone
   c. FinAid upgrade – installed in DEV5 after clone
   d. Seed database  - not sure why this is on agenda.  More discussion later.
3. **Xtender**
   a. Implementation Team Addition
      i. Sara Dew will be the Financial Aid  representative
   b. Training went well.  Other uses (applications) were discovered
   c. License
      i. Number of needed licenses were discusses. Xtender Team should make a recommendation. Vicky D asked how SSO would change the number of licenses needed.  Craig W will try to find out the usage on Docushare.
4. **Current Projects**
   a. Plus Migration
      i. Team is working to complete the list of data needing to be moved
      ii. Karen T mentioned that June 30th date could be extended
      iii. End users will have access through June 30. Functional people if necessary after 6/30
   b. ODS
      i. Mapping is working
      ii. ODS committee will meet to determine date of roll-out
   c. FerrisConnect –
      i. Mary Holmes in new E-Learning Administrator.
      ii. Pilot group starts classes on May 14th
   d. Open Enrollment
      i. Bobbie L is working with Kim L to complete FSU modifications
   e. Temporary Report Writer hire
      i. Jerome Forbes will start May 8.  Steve Stellard will train him
5. **Round Table**
   a. Steering Committee wants an update from Training Team
   b. Steering Committee supported People Admin.  Funding will not come from the Banner Budget
   c. MyBanner Tab will be removed on May 8th

*Submitted by Vicky Deur*