Applications Steering Committee

Agenda – 5/29/07

Present: Dan Burcham, Pat Klarecki, Richard Cochran, Karen Thompson, Craig Westman, Denise
              Grinnell, Melanie Rice, Jennifer Thede (minutes), Don Flickinger
Absent: John Urbanick, Deb Yost, Sandra Davison-Wilson, Rick Christner

Handouts: Agenda, PeopleAdmin Recommendation Memo, Data Migration Table

New Business
1.   Review Previous Minutes of April 26
No changes to the minutes.

2.   Welcome new member – Donald Flickinger, Asst VP for Academic Affairs
Don is taking over for Pat who is returning to faculty. Don will join ASC and FACT.

3.   People Admin – Software Recommendation – Dan Burcham
   A. Funding was approved. President Eisler expressed a concern regarding whether or not we are
       able to implement People Admin at this stage given the other things that need to be done.
   B. Dan also gave support to IS&T UAP's at Pres. Council.

4.   Banner UAP – Recommendation – Denise Grinnell
   A. Denise shared the UAP's that have been approved as one-time funding decisions by President's
       Council. Funding still needs to be transferred before it is announced. #2, 3, 4 have been funded,
       and Dan recommended that the others be put forward again to consider again. The personnel
       UAP are being addressed after one-time funding.
   B. Positions for Banner-related programming – additional position dollars may be scarce, so does
       the committee want to put forward all three positions? Removing the work-flow position would
       be feasible because the project isn't starting until Jan. 08. The need for report writers may
       continue or change into another kind of position, but more report requests keep coming as
       interest grows. The greater need will be to use those people who know how to write reports vs.
       the people in departments who may have had basic WebFOCUS training but don't necessarily
       understand report writing - you have to understand the data you are pulling the reports from.
       Pat said we need to have a system in place for another year and Academic Affairs needs time to
       assess things. Richard said there is an importance for having reliable information and for having
       consistent reports across colleges. A reporting/data validation coordinator was recommended to
       work with the report requestors to gather the requirements. It was also recommended that a
       "library" of reports be created which includes descriptions and uses of each report. A librarian
       may be able to be a part of a team to catalog the reports. A database of all the reports written
       with descriptions would be helpful; Denise said there is an Access database being created. Don
       said there was a great benefit for having input from power-users. Pat said the Workflow
       initiatives should be done; Karen agreed and said a Business Process Analysis should be done
       prior to the Workflow being created. However this is not included in the current Applications
       Database Analyst position which has been recommended to implement Workflow. Overall,
       given the scarcity of new positions, the committee supported the extension of the current
       temporary report writer only. Denise will draft the rationale for moving it forward. John will
       send out a new draft of the committee's recommendation. Karen was concerned about the
       number of temp positions in IS&T. This is being addressed separately from the report-writing
       positions.

5. **Data Migration Update – Karen Thompson**
    A. A data migration team is comprised of the programmers from each area and they are reviewing what people are still accessing through the mainframe and need moved to Banner. The notifications that mainframe access is going away as of June 29 will continue to go out, so Karen asked everyone to review the table to see if there's anything else people are still using. The Archives has concern about what data won't be migrated and being able to access old records. A basic WebFOCUS training will be held prior to June 29.

6. **Training Demo – Karen Thompson**
    A. Training status – people still want training and there was a training on how to read budgets a few weeks ago. The town hall meeting was very worthwhile. More self-serve classes will be held. A Captivate video was shown that is on the web for people to access; it's the first one that has been created for Banner Finance. Purchasing is going to do more Captivate videos; may do a video for WebFOCUS training. Time put in to making the video is cost effective because in-person sessions are decreased or not held. Suggestions to the training team would help to know what videos to make – send recommendations to Karen.

7. **Academic Reports Update – Denise Grinnell**
    A. Another six reports are in production and another eight are being worked on. The easy ones have been done. Pat said people from his committee are happy

8. **Operational Data Store (ODS) – Denise Grinnell**
    A. Started a complete full load and it is not erroring out this time as it did around Christmas; ; should take six days to complete. Will not need to reload in total again, just refreshes. Finance has verified the data in ODS.