



Meeting Agenda/Minutes

Group: MBUG Executive Committee

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|----------------------------|-------------------------------------|-------------------------|---------------|
| Purpose of Meeting: | Monthly Executive Committee Meeting | | |
| Meeting Date: | January 26, 2005 | President: | Cay Lollar |
| Start Time: | 10:30 a.m. | President-Elect: | Dianne Walton |
| End Time: | 1:00 p.m. | Treasurer: | Becky Finley |
| Location: | IHL - Jackson | Secretary: | Debbie Loden |

| Attendees/Title | School | Present/Absent |
|-----------------|----------------|----------------|
| Kevin Baker | Holmes CC | Absent |
| Jane Boone | MGCCC | Absent |
| Milo Crabtree | MS State | Absent |
| Ricky Creel | Meridian CC | Present |
| Sherry Crocker | Northeast CC | Present |
| Jerry Danner | Jackson State | Absent |
| Tammie Dill | Itawamba | Present |
| John Elliott | DSU | Present |
| Becky Finley | DSU | Absent |
| Chris Halliwell | IHL | Present |
| Felicia Harried | Alcorn | Present |
| Donna Hayden | Alcorn | Absent |
| Mike Herndon | MGCCC | Present |
| Steve Howard | Pearl River CC | Absent |
| Karen Key | MS College | Absent |
| Debbie Loden | ICC | Present |
| Cay Lollar | MUW | Present |
| Lisa McDaniel | MUW | Present |
| Dianne Walton | Meridian | Present |
| Carmela Staten | MS Valley | Present |

MINUTES

Cay Lollar, President, called the meeting to order.

Conference Items

▪ **SCT Consultants**

- Donna Sansone (SCT) has contacted Cay regarding the conference. Diane Garvin called and talked with her during our meeting. They have committed 4 consultants for the Conference. We are still trying to get an A/R, Technical and/or Alumni consultant. Donna will try to send at least two more consultants in addition to those shown below.
 - ✓ Audrey Clay – Finance Aid
 - ✓ Sara Goodman – Human Resources
 - ✓ Charlie Page – Finance
 - ✓ Ann Marie St Cyr– Student

▪ **Computer Center/Network**

- Milo checked with 3 Point Technologies and they cannot provide computers to set up a computer center at the conference. Diane Garvin will see if Shots in Fulton might provide them and also see if they will pay for our connection fee/wireless service.
- Kevin is working on getting a server for connections. He is supposed to know something later today.

▪ **Registration**

We have tentatively set the time for registration at 3:30-5:00 p.m. and the Social from 5:30-7:00 p.m. Dinner will be on your own.

Left conference fees as talked about at last meeting; however, we changed the deadline for registration to coincide with

hotel deadline.

- \$75.00 member fee
- \$100.00 non-member fee
- \$25.00 guest fee
- \$25.00 late fee
- \$125.00 onsite registration fee (member or non member)
- Becky will email registration packets in early February. March 10 will be the deadline for registration. Any registration received after March 10 will be considered late registration.
- No refunds will be given after the March 10 deadline date. Registrations may be transferred but not refunded.

▪ **Program**

- Evisions has requested two sessions if possible.
- See attached handout for topic suggestions from SCT consultants as well as Evisions.
- We still need volunteers to present at various sessions.
- We would like for SCT to do an overview of Banner 7.0 as well as the BOF sessions.
- Suggested topics from various tracks are:
 - a) Finance – Fixed Asset/Online Approvals/Spreadsheet Budgeting
 - b) Student – Self Service Admissions
 - c) Human Resource – Position Control and Encumbrance (combined session)
 - d) AR
 - e) Alumni
 - f) Technical

▪ **Vendors**

- Mike has requested money from Howard for the social but has not heard from them yet.
- Mike has already received a check from SCT for a vendor booth.
- Diane Garvin will check with SCT about sponsoring the ice cream break/social.

▪ **Hospitality/Entertainment**

- John has contacted the same DJ that we had last year and they have agreed to come. We voted to have them back. Their charge will be \$600 (includes mileage) plus room.
- We voted to have a Luau theme since Summit is in Hawaii this year. We hope to be able to use the pavilion for this function.

▪ **Doorprizes**

- Carmella suggested giving the vendors tickets to give out for the large door prize. Attendees would have to visit the vendor booths to pick up a ticket.
- Attendees will drop their doorprize card in the ticket box to be eligible for the smaller doorprizes. You must be present to win these prizes.

▪ **Keynote Speaker**

- Tom Lester was approved by acclamation to be our keynote speaker.
- His fee is \$2000 plus room plus mileage (\$216.00).

▪ **Printed Program**

- Tammie Dill will have the programs printed at ICC. Everyone needs to email her anything to go into the program.
- Sherry Crocker will have the cover done at Northeast.

▪ **Other Conference Business**

- We voted to purchase golf type shirts for all Board of Directors. This will help us to be more visible at the conference. Cay got sizes from those present and will check into getting them.
- Tammie showed a bag that everyone liked to have for the “goodie” bag if it is not too expensive. She will check on prices.

Treasurer’s Report

There was no treasurer’s report due to Becky’s absence.

Secretary’s Report

Debbie handed out copies of minutes from the November 26, 2004 meeting. They were approved by acclamation. Felicia can now post them to the web.

Next meeting

The next meeting will be February 24 at 10:30 a.m. at IHL.

Minutes recorded by Debbie Loden, Secretary

Summary of Suggestions

From Sara Goodman (SCT Human Resource Consultant)

Possible Topics that she suggested, we need to pick one or two.

- Using PXACALC to create benefit calculations (more advanced users)
 - Electronic Approvals - How they work and how to set them up (all users)
 - Payroll Processing, reconciliation and feed to finance (all users)
 - Web / Department time entry topics of any nature (all users)
 - Employee Self Service - soup to nuts (all users)
 - Position Control concepts for new users (new users)
 - Applicant tracking (new users)
 - Faculty tracking (new users but all may benefit)
-

EVISONS: -- from Melanie Warlick - they are requesting two sessions if possible

ARGOS- Ad hoc Report Generation and Output Solution

Right now, the answers to many of your most pressing organizational questions are sitting within your database. Every day, undoubtedly, important opportunities are missed by not leveraging data to your best advantage. After all of the incalculable effort required to purchase, implement, train, enter and maintain the many millions of records in your SCT Banner system, it is crucial that you extract every bit of utility from your data. You've made the investment. Now get the maximum return.

Argos is Evisions' long-anticipated new product; an ad hoc report writer designed for easy operation by "real" end users. It will put your data to work solving problems, saving money, determining strategic direction and taking advantage of opportunities in every corner of your institution. Argos (meaning Ad hoc Report Generation and Output Solution) was designed over years of collaboration with many of the best minds in Higher Education. We work with hundreds of SCT Banner sites throughout the world, listen to their questions and hear their wishes. As a result, everything about Argos has been tailored to your SCT Higher Education environment. It was built specifically to meet your needs.

Find out how Argos can help you harness your already priceless investment in data. Give end-users the power to turn "data" into "knowledge." Let them convert knowledge into rapid and well-reasoned action. Let your intelligent actions drive savings, change, and improvement.

Evisions' FormFusion Document Enhancement and Management System

Learn how hundreds of Banner sites are using new technology to completely replace pre-printed forms and digitally distribute Banner information. See how any Banner process can be fully formatted with logos, signatures, new data fields and graphics, then sent anywhere in an instant via e-mail, to CD archive or any laser printer. It can save time, reduce postage, replace outdated forms and it works with any laser printer. No more boxes of expensive pin-feed forms fed through outdated impact printers. The most popular applications include: purchase orders, invoices, grade mailers, transcripts, schedules and bills, timesheets, receipts, and letter generation.

SCT

Audrey Clay - Financial Aid Consultant

Anne Marie StCyr - Student Consultant

Suggesting that they do a joint session on the Open Learning features in BANNER

Audrey Clay -

Suggested session on Title IV Return of funds (Student through AR Authorizations or Overview of the new Common Matching Feature being delivered in BANNER 7.)

Anne Marie StCyr –

Suggested Self-service Admissions and/or Self-service Prospect