Banner Security, Training & Deployment Meeting Minutes
April 25, 2011, 3:00pm-4:00pm

Attendees: Chien Shih, Kathleen Moberg, Susan Malmgren, Bill Baldwin, Drake Lewis and Kari Elliott (note taker).

Security Report Update:
1. Present to team leads April 29, 2011.
   - Finalize reports and setup disbursement schedule.
   - Use fill able online forms to request reports on MyPortal.
2. Next step after report is burst to team leads.
   - FERPA training certification.
   - Employees who are terminated – HR should notify Bill when an employee is terminated.
      o Bill will then lock accounts manually – need to automate.

Re-organize MyPortal Page:
1. Create a group to make decisions for each page and tab.
2. What information users need to view?

Target Announcement:
1. Automatic role/email list builder in Luminis.
2. Need group/committee to define email list.
3. Need to know who will have target announcement role and what capacity they should have.

AROGS:
1. Consultant working on letter generation for Foundation go live.
2. End of May, early June consultant will be onsite.
   - Tech training – datablock creation, end of May.
   - College super users – report writing, early June.
   - Essential reports out to groups end of June.

Team will focus more on future agenda related to coordination and training of general Banner Luminis issues.