

Subject: Support Services Minutes
Date: June 14, 2005

Attendance: UAA – Patty, Marian
MSC – Sandy
UAS – Barb, Karen Donovan
UAF - Sharon
SW – Patrick

1. Status on reports being worked on by programmers:

Patrick said the programmers are finishing up the forms this week and some of the reports will be worked on next week. Will let the team know when the revised forms and reports are in LRGP for testing.

2. Campus Training discussion:

Patty mentioned that she will work with UAA's Banner trainer (Charese) to see if she can create a training booklet covering all the new forms and reports. This can be distributed to the team for utilization on there campuses. Marian (UAA) is hoping that training can take place with student advisors sometime in July or early August. UAS will review the booklet from UAA before they start to conduct training. UAF will be talking with Colleen Abrams, but will review the booklet from UAA. MSC plans on working with staff first then hopefully linking into the training session done for UAA's student advisors.

3. Review Team Members List for accuracy:

Remove - Beverly Hunter
Bobbi Weber
Christina Witt
Mary Matthews

Add - Karen Donovan (UAS) WELCOME!!!!
Patrick Tilsworth

4. Next meeting, July 12th at 11am.