Administrative Systems and Banner Advisory Committee

I. Charge

The Administrative Systems and Banner Advisory Committee shall advise the Division of Information Technology, the Chief Information Officer and subsequently the Executive Cabinet regarding the collection, maintenance, and utilization of administrative information along with related systems, procedures, and policies.

II. Function

1. The Administrative Systems and Banner Advisory Committee shall receive suggestions, recommendations, inquiries and proposals regarding the application of technology to administrative activities from the faculty, staff and administrators and governance groups from within the campus community.
2. It shall be the function of the committee to decide if proposals received should be considered, amended, accepted, or rejected. If accepted or accepted with amendment(s), the proposals shall be submitted, with recommendations to Chief Information Officer for forwarding to the Provost and/or Executive Cabinet.
3. On occasion, the Administrative Systems and Banner Advisory Committee may be specifically requested to research and consider particular information technology matters and report its findings to the Chief Information Officer.
4. In the performance of its duties, the Administrative Systems and Banner Advisory Committee shall have the option of soliciting information and assistance from such campus offices or groups as may be appropriate.   The Committee may commission necessary subcommittees in order to complete its charge.
5. The Administrative Systems and Banner Advisory Committee is an advisory group, not a policy making body. The Chief Information Officer shall present recommendations and findings from the Administrative Systems and Banner Advisory Committee to the Executive Cabinet. The Administrative Systems and Banner Advisory Committee shall submit a written report of its activities annually to the Chief Information Officer to be shared with the Executive Cabinet and shall post regular meeting minutes and annual reports to a Committee website.

III. Membership

1. Permanent members or their designee:

- Director of Admissions
- Registrar
- Comptroller
- Director of Financial Aid
- Director of Institutional Research
- Director of Human Resources
- Director of Data Management

2. Rotating members:

- College Dean or Academic Department Head
- SGA appointed student
- At-large members: The Executive Cabinet shall select at-large members from the administrative systems user community choosing at least one from each vice president's area.
- The Information Security Officer shall serve as a non-voting member.

3. A quorum for any meeting will consist of a simple majority of voting members.

IV. Chair

The Administrative Systems and Banner Advisory Committee shall select its chair from the committee membership by a majority vote. The chair shall serve a one-year term and shall be eligible for re-election (but may serve no more than two consecutive terms). The chair shall convene all meetings, set the agenda, cast a vote on all motions, and arrange the taking and reporting of minutes. No less than one committee meeting shall be convened each calendar quarter.

V. Terms

For rotating members, the term on the committee is for two-years.

VI. Meeting Times

Meeting times will be established by the committee to accommodate the schedules, including class schedules, of as many members as possible.