

## **Memorandum of Understanding**

### **Upper Midwest Banner Users Group (UMBUG)**

For each and between:

Bethel University, St. Paul, MN  
College of St. Benedict / St. John's University  
Chippewa Valley Technical College, Eau Claire, WI  
College of St. Scholastica, Duluth, MN  
Concordia College – Moorhead, MN  
Hamline University – St. Paul, MN  
Macalester College, St. Paul, MN  
Mayo Clinic, Rochester, MN  
Moraine Park Technical College, Fond du Lac, WI  
St. Catherine University, St. Paul, MN  
St. Norbert College, De Pere, WI  
University of Northwestern – St. Paul, St. Paul, MN  
University of St. Thomas, St. Paul, MN  
Waukesha County Technical College, Pewaukee, WI

March 13, 2008 – with revisions through June 6, 2017

#### **Introduction and Purpose**

The Upper Midwest Banner Users Group is formed to provide opportunities for its members to share their experiences, knowledge, successes, and lessons learned through their implementation and use of Ellucian's Banner and third-party related information systems.

Some of the goals of the organization include:

- Host quarterly meetings of its members to share knowledge, experiences, successes, and challenges in the use of Banner and related software;
- Join together to solicit vendor participation, support, and assistance at a higher level than could be achieved as a single institution
- Advocate with other user communities and institutions for solutions that benefit the common good
- Develop collaborative agreements with member schools for the purchase, management and installation of additional Banner systems, tools, and functionality.
- Establish joint technical systems that allow for the sharing of efficiencies among member schools, e.g., disaster recovery planning and shared resourcing.

## **Membership**

Membership in UMBUG is open to colleges and universities in the Midwestern States that are licensed users of Ellucian's Banner enterprise software. All interested faculty, staff, and administrators, from members schools are members of the organization.

## **Attendance at UMBUG events**

Attendance at UMBUG events is open to all interested faculty, staff, administration and contractors of member schools. Contractors attend with the specific understanding that they do not actively market their services to attendees or disclose information that could be considered proprietary to UMBUG schools.

## **Governance**

### **Steering Committee**

The Steering Committee is composed of up to three representatives from each member institution, preferably at least one functional and one technical representative. Steering Committee members participate in a) the administrative work and b) the planning work related to topics and presenters for the quarterly conferences. Each institution is asked to designate one steering member to participate in the administrative work and up to two members to participate in the planning work.

### **Officers and Executive Committee**

The Steering Committee will select a Chair, Vice-Chair (acting as recorder), Treasurer, and Planning Team Chair. These four individuals will form the Executive Committee of the Organization. The Chair and Vice Chair will serve one-year terms. The Treasurer will serve a two-year term. The Vice Chair will assume the Chair role at the conclusion of his/her term. A new Vice Chair will then be selected. The Planning Team Chair will serve a one year term, which may be renewed with the approval of the Steering Committee.

### **Duties**

The Steering Committee shall have the responsibility of overseeing the operations of the organization. It will also select the Host School for its quarterly meetings.

The Executive Committee will have authority to commit funds for the entire organization. It will have authority to enter into agreements for the benefit of the organization.

At each quarterly meeting, the Treasurer will report on the financial status of the organization to the Steering Committee and the Planning Team Chair will report on the recommendations of the Planning Team for topics at upcoming UMBUG conferences.

The Planning Team Chair is responsible to regularly convene the Planning Team to bring forward recommendations for topics at upcoming UMBUG conferences and events. The Planning Team will be convened at least quarterly in advance of the upcoming UMBUG conference and will also be periodically called upon for input on common topics to be addressed by UMBUG.

### **Ex Officio**

Illucian employee participation in UMBUG functions will be in a non-voting capacity, at the discretion of the Steering Committee. Participation by the UMBUG Coordinator in UMBUG functions will also be in a non-voting capacity, at the discretion of the Steering Committee.

### **Fiscal Agent**

To facilitate the handling of UMBUG expenses and revenues, the Steering Committee will select a fiscal agent school from among its members. The fiscal agent will process payments and revenues for the organization at the direction of the Executive Committee.

### **Indemnification**

Each member school shall indemnify, defend, and hold harmless each other school and their respective directors, officers, employees, and agents, from and against any liabilities, damages, losses, costs and expenses (including the reasonable fees of attorneys and other professionals) for the claim of any third party that is not a UMBUG member organization.

### **Fees**

Membership fee – Each member school will pay an annual membership fee. The fee is set by the Steering Committee. The amount of the membership fee for 2017 - 2018 is \$2,300; which is to be paid by August 31, 2017.

Concordia College has agreed to act as fiscal agent for UMBUG for the 2017 - 2018 fiscal year.

## **Acceptance**

Each of the following intuitions has agreed to abide by the above-identified areas of understanding:

1. Bethel University, St. Paul, MN
2. Chippewa Valley Technical College, Eau Claire, WI
3. College of St. Benedict / St. John's University, St. Joseph/Collegeville, MN
4. College of St. Scholastica, Duluth, MN
5. Concordia College, Moorhead, MN
6. Hamline University, St. Paul, MN
7. Macalester College, St. Paul, MN
8. Mayo Clinic, Rochester, MN
9. Moraine Park Technical College, Fond du Lac, WI
10. St. Catherine University, St. Paul, MN
11. St. Norbert College, De Pere, WI
12. University of Northwestern-St. Paul, St. Paul, MN
13. University of St. Thomas, St. Paul, MN
14. Waukesha County Technical College, Pewaukee, WI