

## BANNER OVERSIGHT COMMITTEE

Minutes of Meeting May 16, 2000

- **Call to Order:** The meeting was called to order at 1:10 p.m. in dl 426.
- **Members Present**

Present	Cheri Musgrave	Financial Aid	BUG-T voting member
Present	Myke Watts	Computing Services	BUG-T non-voting member
Present	Bob Walker	FIT	BUG-S voting member
	Nadine Hamrick	Financial Aid	BUG-S non-voting member
Present	Mike McGuffey	Institutional Research	BUG-S non-voting member
Present	Glenna Racer	HR	BUG-H voting member
Present	Deirdre Carrico	Budget	BUG-H non-voting member
Present	Sharon Rutherford	Payroll	BUG-H non-voting member
Present	Larry Barnhill	Accounting	BUG-F voting member
	Kimberly Skeens	MURC	BUG-F non-voting member
Present	Terri Tomblin-Byrd	Computing Services	BUG-F non-voting member

- **Minutes:** No corrections were made the minutes and stand approved

### CORRESPONDENCE

- Jan requested that the Vice Presidents be added to the meeting requests and distribution lists. Terri Tomblin-Byrd stated that she would do this soon

### USER GROUP REPORTS

- **BUG-T:** Bob Walker stated that the Banner Technical Users Group did not meet due to scheduling conflicts.
- **BUG-F:** Larry Barnhill stated that the Banner Finance Group had not met since the last BOC meeting but were scheduled to meet the following day. He indicated that the BUG-F would be moving their monthly meeting to the first or second week of the month to better position it within the current timeframes for the BOC and ITC monthly meetings. Larry reported that testing of Banner v4.x had commenced and that the defect he was concerned about had not yet been corrected. This defect affected the Requisition process by prohibiting the use of fund/org security. In addition, the MURC implementation of Banner Finance was still scheduled for July 1, 2000. They have requested a modification to the FABCHK process in order to print checks in a format that is compatible with their current check stock. This request is scheduled to be presented to the BUG-F at their monthly meeting. Larry asked if this could be brought before the BOC via email due to the time constraints of the implementation. Terri Tomblin-Byrd stated that this process has been handled via email in the past to expedite the procedure and didn't see a problem handling this request in the same manner.
- **BUG-H:** Sharon Rutherford reported that the PAR information for July 1999 through January 2000 had been entered into Banner for all Full-time positions. A payroll process had been run against the data and all deduction errors have been corrected. Another payroll process will be run against this data and then the reconciliation process will begin. The group is still looking at an implementation date of October 1, 2000. Sharon reported that the form PDRBDCA was hindering the process of loading fy01 PEIA plans. She said that if the problem wasn't corrected that she would not get the data entered by July 1, 2000. Terri Tomblin-Byrd stated that she would approach SCT once again concerning the performance of this form.

- **BUG-S:** Myke Watts reported that the group wanted to review the process that was to be followed for submitting agenda items to the BOC. Terri Tomblin-Byrd said that she thought this was already covered in the current policies and procedures and that the process was for the Chairman of each BUG to request an item be added to the BOC agenda. Everyone agreed to check the policies and procedures on the Web for clarification and possible modification to clarify the process. Myke stated that religion codes would no longer be entered into Banner and would no longer be captured on the paper registration form. Michael McGuffey stated that this was approved by the VPs and by the FERPA representative Dee Cockrille. Michael then stated that it was still awaiting final approval but that Institutional Research has already stipulated that they would not release this data. Terri Tomblin-Byrd indicated that Computing Services would no longer release this data either. Michael McGuffey indicated that he would speak with the Campus Christian Center regarding this matter. Myke Watts said that the BUG-S had a short discussion concerning name and address ownership. Larry stated that he would like to discuss name/address ownership under the new business section.

## OLD BUSINESS

- **Banner2000 v4.x:** Terri Tomblin-Byrd stated that the Performance Report spreadsheet and the Banner v4.x Problem Report form were now on the Banner Website. She encouraged everyone that is testing the PreProduction software to use the Problem Report form to send in any problems found with the new Banner software. This would insure that all problems were logged properly and then reviewed again during the upgrade to Production (Memorial Day Weekend). Terri went on to remind everyone that the individuals that are responsible for a Banner module will need to print the Banner v4.x Approval form from the Banner website, sign it, and return it to Computing Services. Larry asked what the procedure would be if someone signs the form but indicates that their testing has not shown the software to be Production ready. Terri stated that if problems existed that would cause the University to be unable to conduct business, that the upgrade could be postponed. Furthermore, if there were concerns that testers felt should be discussed, that she would call an emergency meeting of the BOC to determine if the upgrade would occur as planned. The testing is scheduled to conclude on Wednesday, May 23<sup>rd</sup>. We would then have two days to cancel the upgrade if it was warranted. If the upgrade is postponed, the next possible date for the upgrade to take place would be Thanksgiving.
- **BOC Policies and Procedures:** Terri stated that she forgot to draft the recommended policy concerning the absence of the voting BUG representative. After discussion the following policy was drafted. "If the voting BOC member is not present at the scheduled BOC meeting, then the vote will be made by the 1<sup>st</sup> alternate. If the 1<sup>st</sup> alternate is not present, then the vote will be made by the 2<sup>nd</sup> alternate. The 1<sup>st</sup> and 2<sup>nd</sup> alternates are designated by a vote from the BUG that they represent." There was a discussion concerning what measure was going to be used by the BOC to signify a quorum. The group agreed that the presence of 3 voting members (or alternates) would constitute a quorum.

## NEW BUSINESS

- **Confidentiality flag usage:** There was a discussion about the use of the Confidentiality flag within Banner. The four BUG representatives agreed to take this item back to their BUG and discuss the meaning of Confidentiality and its use within their modules. They would then bring back their BUG's definition back to the BOC. The BOC would then define confidentiality, the confidentiality flag in Banner, and recommend a policy on confidentiality in Banner.
- **Name/Address Ownership:** Larry Barnhill asked for an update or a better understanding on the issue of name/address ownership in Banner. Terri Tomblin-Byrd stated that a group of people responsible for the entry and update of Person records in Banner met several months. They came

to an agreement on the issue of addresses. Since each module/process has its own address type, it was agreed upon that everyone would be especially careful and not modify the address information attached to an address type that did not belong to their module/process. Terri went on to say that the issue that was causing the most problems related to the name on the Person record. It is current policy that if the person is an employee of the University, that the only area permitted to change the Person name is HR/Payroll. Each area should be checking the database via GUASYST to determine what types of records the Person has in the Database prior to making any name changes. It was also agreed upon, that a second Person record would NOT be created for a single person for the purpose of having a different name appear. Any difference in the appearance of the name for the purpose of interfacing to FIMS could be handled by the use of the name/address cover sheet that is sent to the state.

The meeting was adjourned at 2:30p.m.

- The next BOC meeting will be June 20, 2000 at 1:00pm in DL 426.
- SCT Summit April 7-11, 2001 in Toronto.