

BANNER OVERSIGHT COMMITTEE

Minutes of Meeting February 18, 2003

- **Call to Order:** The meeting was called to order at 1:40 p.m. in dl 426.
- **Members 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	David Daniel	HR	BUG-H non-voting member
Present	Sharon Rutherford	Payroll	BUG-H non-voting member
Present	Larry Barnhill	Accounting	BUG-F voting member
Present	Selah Wilson	Accounting	BUG-F non-voting member
Present	Kelley Smith		
	Kimberly Skeens	MURC	BUG-R voting member
Present	Terri Tomblin-Byrd	Computing Services	BUG-F non-voting member

- **Minutes:** There were no corrections for the January meeting.

CORRESPONDENCE

- None

USER GROUP REPORTS

- **BUG-T:** No report.
- **BUG-F:** Larry Barnhill stated that the group met and discussed the year end closing dates. They want to have Banner Finance restricted on July 1 cash balance rolls and July 18th for the purchase order role. Terri asked Larry to just send her the list of those users that will be given the access and that all others will be excluded from using the finance fmx files. Terri reported that she will be restricting the access via the muntforms, mugcapps, and mebapps servers. The murcapps server will not be modified.
- **BUG-H:** Glenna reported that HR has made progress with the Banner time reporting process. There is a deadline set so that the legacy machine can be retired on July 1, 2003. There are some outstanding issues with the leave accrual process but they have a solid attach plan. The group talked about duplicate pidms. Sharon reported that the Auditors office did contact them and gave them an ftp location to send our files. However, we have not been given access to the site. They gave us a range for new employee numbers. We are doing 100% audit on the fulltime folks and about 75% on the part-time folks. The Auditor's office has told us to go ahead and enter information in their Test system so once we get the credentials we'll begin that process. Bob reported that he is still working on the last interface process. He is having problems getting the deductions interface to run efficiently. However, he is making progress. Sharon also reported that the 2/14 payroll was complete.
- **BUG-S:** Myke Watts reported that the group had discussed a request from the Bursar's office to have a new address type created as a way to mark addresses as being invalid. After some discussion and research, a suggestion was made to utilize a registration hold for any address that was marked as invalid. An email would then go to the student letting them know that they now

have a hold and need to update their address in order to be eligible to register. The group will do a formal recommendation in the near future for the BOC to review.

- **BUG-R:** no report
- **BUG-L:** David reported that the group has compiled all available training resources onto the HR training website. The group invited Terri to attend their last meeting to help them with the groups direction. The group will be working on helping departments put together an internal training document for new employees. The group also reviewed the Information Security Policy.

OLD BUSINESS

- **BOC Policies and Procedures:** No report
- **Duplicate PIDM/SSN records:** Terri that she would be sure to get the process published to the BOC website. Terri shared the requests with Jim for the report mods but has not gone back to him for an update. Terri asked about the routing of the form since there seemed to be some question as to whether it was to be sent in paper form or electronic form. There doesn't appear to have been a decision made by the pidm committee so Terri suggested she table her question until the group meets again.
- **myMU:** Terri reported about targeted announcement groups. Glenna asked about mailbox usage stats. Terri told the group that though they can get basic statistics from the WebTrends software, they can not currently get stats with regard to true CP mailbox usage.
- **e~Print/FormFusion:** Bob reported that one of the issues had been resolved with regard to getting email functionality into FormFusion. He is still working on other issues and is trying to run a grade report in PreProd that has emailing capabilities built into it.
- **Training Concerns:** No discussion
- **Information Security Policy:** Terri reported that she had sent the groups recommendations to the ITC for consideration. Arnold Miller also reviewed them and doesn't think there will be a problem with our recommendation to change the definition of information owner.
- **E-Voter application:** Terri reported that the software had actually arrived and that the SGA elections were planned to be electronic only and will take place mid March.
- **GOAINTL:** Terri reported that she, Glenna, and Scott Hoppe had met and discussed several issues. While the validation tables and sharing of the GOAINTL have been settled, Terri is still waiting on Scott to deliver his 'data map' for the existing SPAINTL form fields. Terri needs this so that she can find any new 'homes' needed for some of the data. No data will be moved from the SPRINTL table to the GORINTL table until this data map is received and reviewed. Until then, data will continue to be viewable via SPAINTL and PPAINTL. Once the data is moved, all information will have to be viewed via GOAINTL.

NEW BUSINESS

- **Oracle upgrade to 8.17:** Rollback of firmsmgr, payroll, posnctl, and a few general tables (Bob will let me know which ones and we'll do those separately).
- **Priority Access to MILO** – Terri briefly discussed the issues related to the potential need for restricting access to MILO during the final grade submission period at the end of the Spring Semester. The BUG-S will be reviewing the issues in detail and will follow with a recommendation to this group for review.

The meeting was adjourned at 3:08pm.

- The next BOC meeting will be March 18, 2003 at 1:30pm in DL 426.
- SCT Users Group Meeting: Spring 2004, Philadelphia, PA