

BANNER OVERSIGHT COMMITTEE
Minutes of Meeting February 19, 2002

Call to Order: The meeting was called to order at 1:40 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
Present	Nadine Hamrick	Financial Aid	BUG-S non-voting member
Present	Michael McGuffey	Institutional Research	BUG-S non-voting member
Present	Glenna Racer	HR	BUG-H voting member
	Deirdre Carrico	Budget	BUG-H non-voting member
	Sharon Rutherford	Payroll	BUG-H non-voting member
Present	Larry Barnhill	Accounting	BUG-F voting member
	Selah Wilson	Accounting	BUG-F non-voting member
	Kimberly Skeens	MURC	BUG-R voting member
Present	Terri Tomblin-Byrd	Computing Services	BUG-F non-voting member

- **Minutes:** January's minutes were approved. Terri's going to approve the November minutes by default. If anything is wrong with them its Michael's fault.

CORRESPONDENCE

- None

USER GROUP REPORTS

- **BUG-T:** Bob reported that the group did not meet and has no report.
- **BUG-F:** Larry reported that the group talked about year-end closing and will begin testing soon. Fixed Assets is still being worked on.
- **BUG-H:** Glenna reported that they where running concurrent payrolls in as close to real time as possible. They still don't have many people using EPAF's due to reports being generated. She believes that the report issues have been corrected. She stated that there are a few form errors that are keeping them from progressing. These have been reported to Computing Services. A subcommittee has been formed to develop leave reports and timesheets as well as any other paper medium required for time and leave processing. There was some discussion concerning the ability for non-employees to have access to the MUIINFO HR data. Jim is working on a policy statement and will present it to this group when it is complete.
- **BUG-S:** Bob reported that the group passed the common name change form and passed a procedure for changing the names of beneficiaries in the system. There was an announcement that the existing WebMail application for students will be retired this summer. All web-based email for students will be provided via myMU.
- **BUG-R:** No report. Terri reported that she has sent an email to Perry asking if he wanted to make any changes with regard to the BUG-R and it's representation on this committee.

OLD BUSINESS

- **BOC Policies and Procedures:** No discussion.
- **Name/Address (General Person) Ownership-**

1. **Common Name/Address Change form** – Glenna presented the name change form to the BOC for review. Terri asked if the procedures on how to use the form (like routing) were developed yet (this was requested by the BUG-S). Glenna said she would go back to the committee and work on the usage procedures. The group agreed that once Finance approves the form and the procedures are approved, the form may begin to be used.
- **Duplicate PIDM/SSN records:** The committee to deal with this issue has not met since the last BOC meeting.
 - **Training Issues/BUG-L:** Terri reported that she has had one nominee from the BUG-S group – still waiting for the rest to come in.
 - **Campus Pipeline (myMU)** – No report.
 - **Firewall Implementation** – No update.
 - **E~Print** – Terri suggested that perhaps Selah might want to spearhead getting this group together since she is failing miserably with this task. This brought on a discussion about reporting needs at large and that perhaps there are other solutions that should be reviewed. Larry said he will help Selah get that group together to discuss what the actual needs are.
 - **Year-end closing** – Larry reported that the preliminary schedule is out to the finance group. Larry would like the group to think about how the university would be affected by shutting down on Monday, July 1. It was mentioned that July 1 might be an orientation day.

NEW BUSINESS

- **Beneficiary Name Change Procedure Recommendation from BUG-S** – Terri presented a paper copy of the recommendation made by the BUG-S on how to handle the name change process for an individual that 1) Exists in the Banner database 2) Does **not** have employee records 3) Does have Student records and 4) Has been named as a beneficiary. Terri clarified for the group that this recommendation is not intended to have bearing on the internal business practices of the HR office – outside of the existing data ownership matrix. This recommendation is only for the procedure that would take place when HR deemed a name change necessary for an individual that fits the criteria above.
- **MUFI** – The process to upgrade MUFI to Banner 5 will begin shortly.
- **Replacing VR system** - Terri reported that she will be convening the group to review the two vendor's that can provide MU with a replacement for our Intervoice/Brite VR system. Michael asked if it was even viable to replace the system. Terri stated that she felt it was. She indicated that usage studies were occurring and she would present the numbers to the group when it convened.
- **Generated ID conversion procedure** – Nadine reported that FA matches SSN to generated ID's – puts the finaid under the generated ID – procures the SSN card and sends it on to admissions for an ID change. SSN was put in and came back as a generated ID. The group would like to know what the procedures are for converting the generated ID.

The meeting was adjourned at 3:05 pm.

- The next BOC meeting will be March 16, 2002 at 1:30pm in DL 426.
- SCT Summit Spring, 2002 in Anaheim, CA.