

BANNER OVERSIGHT COMMITTEE

Minutes of Meeting July 16, 2002

Call to Order: The meeting was called to order at 1:39 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
	Bob Walker	FIT	BUG-S voting member
	Nadine Hamrick	Financial Aid	BUG-S non-voting member
	Michael McGuffey	Institutional Research	BUG-S non-voting member
Present	Glenna Racer	HR	BUG-H voting member
Present	Kelley Smith	Accounts Payable	BUG-F non-voting member
Present	David Daniel	HR	BUG-H non-voting member
	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
	Kimberly Skeens	MURC	BUG-R voting member
Present	Terri Tomblin-Byrd	Computing Services	BUG-T non-voting member

- **Minutes:** The June meeting minutes were approved.

CORRESPONDENCE

- None

USER GROUP REPORTS

- **BUG-T:** Group discussed the impending Crystal Reports training session that is available on a pay per seat basis. Terri suggested that the groups let her know if there was an interest in having more Crystal Training sessions since the training is now full.
- **BUG-F:** Larry reported that the group is continuing to focus on fixed assets and year-end closing.
- **BUG-H:** Glenna reported that they had a good meeting with Fairmont reps. They discussed the possibility of budget and payroll training in the fall. The group has switched to a monthly meeting now. The annual leave liability reports are almost complete. Banner is currently being reconciled. Once that is complete the final report will be run.
- **BUG-S:** Myke stated that group did not meet due to the holiday.
- **BUG-R:** No report.

OLD BUSINESS

- **BOC Policies and Procedures:** No discussion.
- **Duplicate PIDM/SSN records:** Glenna reported that they had a short meeting since several individuals were unable to attend. The group did review the report that Terri submitted. They felt that a smaller sub-committee would need to get together on a regular basis to review the report of possible duplicates. Glenna asked about a home for the form. Terri suggested the banner website.

The group agreed and Terri indicated that she would get copy from Bob C, publish and email link to group.

- **Training Issues/BUG-L:** Terri stated that a meeting has been scheduled for the members identified by each BUG as trainers. She will facilitate the first meeting where a chairperson, etc. will be elected.
- **myMU** – The new version of the Pipeline Web Platform is on schedule for implementation in early August.
- **E~Print/FormFusion**– Terri reported that the use of FormFusion tool has created a large hole in our security. Specifically, based on our current understanding, if a user is granted the security objects necessary to use FormFusion, they are given access to all data in the database including privs to select, update, insert, and delete said data. Therefore, until these issues are resolved, no users outside the DB&SS group will be given the ability to use FormFusion with the Production database/processes/reports.
- **Year end closing** – Larry reported that this coming weekend (if the payrolls interface) they would like to have posting & approvals turned off so that they can do the PO rollovers.
- **Replacing VR system** – no report
- **STVNATN** – no update.
- **HB 2374** – remove from agenda
- **Information Security Policy** – Terri handed out a printed copy of the current Draft. Several recommendations for modification were made. Michael agreed to define Data Steward so that we could utilize that term instead of Data Custodian. Terri indicated that she would send the definition to the group, make the recommended mods, put together an accompanying procedure statement, and send an updated draft to the group for review. Terri asked everyone to begin thinking about who should be identified as Data Stewards so that we can create an initial listing.
- **Election Time** – Terri opened the floor for nominations for BOC chair. Larry nominated Terri. Glenna seconded the nomination. Larry moved that nominations be closed and Kelley seconded. The motion carried. Terri agreed to serve as the Chair for another term.

NEW BUSINESS

- **WVNET Conference** – Morgantown WV, September 2002. Presentation proposal deadline is July 12th, 2002. Terri encouraged everyone to submit a topic for presentation.
- **Banner 5.x April Release** – Terri reported to the group that this version is in our Test environment and available for those interested in reviewing the application. She asked everyone to at least review the release guides as soon as possible and think about possible dates from Preprod and Production upgrades. Terri said she would put a message out to the BOC and BUG lists requesting optional times for moving PreProd to the April release. She would be asking the group at the next BOC meeting about optional times for moving Production to the April release. 1 week - calendar
- **Auditor's to Review IT** – Terri reported that the yearly IT audit would begin on June 27th. One item that has to be dealt with by then is cleaning up any existing Banner accounts for those individuals that are no longer employed. The next step will be to deal with individuals that transfer from one department to another. Since the EPAF process is on hold, a report will be written to identify those individuals with Banner accounts who have been terminated. A subsequent report will be written to identify those individuals whose home ORGN changes.

The meeting was adjourned at 3:30 pm.

- The next BOC meeting will be August 20, 2002 at 1:30pm in DL 426.
- SCT Summit Spring, 2003 in New Orleans, LA.