

BANNER OVERSIGHT COMMITTEE

Minutes of Meeting June 26, 2001

- **Call to Order:** The meeting was called to order at 2:10 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	Michael 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
Present	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:** Minutes for April were reviewed and approved. Minutes for May were reviewed and attendance was corrected.

CORRESPONDENCE

- None

USER GROUP REPORTS

- **BUG-T:** Bob Walker stated that the Tech group had a lengthy discussion on reporting tools. It would appear that the state is going to do a state-wide higher ed contract for Crystal Reports. Bob believes a RFQ (bid) has gone out for this. WVNET is offering Crystal training for individual Banner Modules. The student module training has already occurred and their Finance one will be coming up in August.
- **BUG-F:** Terri reminded the group that the database would be restricted on Sunday July 1 for year-end close. Also, remember Saturday July 21 will be unavailable as well. Terri asked about FA access...let Musgrave in.
- **BUG-H:** Glenna announced that they were currently processing the June 16th 2001 payroll today and are hoping to process the June 30th on Friday. May 30th interfaced to finance, the 15th will interface within the next day or so and will interface the 30th following its run. Kathy was here from SCT and helped develop epafg categories and types. The epafs are not going to be able to be used until a printout can be produced from epaf info so that the epics can be updated. Bindu is working on this. Basically, once the epaf categories and types are created they are pretty easy to do. Sharon had agreed to chair until June 30th. The group will be electing a new chair soon
- **BUG-S:** Simple class roster is ready for testing. Erecruiting concerns. Enrollment Mgt is going to produce a recruitment CD. Automated scheduling tool
- **BUG-R:** No Report

OLD BUSINESS

- **BOC Policies and Procedures:** Terri sent these on to the ITC for review/approval however, Bob Walker announced that the Policies and Procedures were not presented to the ITC in their last meeting and stated that the Policies and Procedures should be reviewed and voted on during the next ITC meeting.
- **Name/Address (General Person) Ownership-**
 1. **Data Entry Form** – Glenna provided a policy statement and entry form for review. Blessed.
 2. **Name/Address Change form** – still being worked on within HR subcommittee.
- **Duplicate PIDM/SSN records:** Glenna asked about the dupls. She's reported them to Terri. Terri indicated that she has them secured in a outlook folder and will work on them. Michael asked about ssn/ID matches. Bob reported that this was a continual process.
- **Training Issues:** Glenna asked that the first paragraph be re-written to say that it is the hiring departments responsibility to enroll the new employee in the Banner Training instead of the HR office. Terri mentioned her concern with educating the hiring departments so that they know they need to do this. Michael suggested a new hire checklist for the hiring departments and the Banner training would be one of them. Glenna will talk to Jim about this. Mike made a motion to approve the current draft, Michael seconded the motion. The motion passed unanimously. Terri will pass them to ITC for review/approval.
- **Banner 5.x point release upgrade schedule:** Test is ok to upgrade now. Preprod maybe ok to upgrade in August.
- **Oracle 8 upgrade** – SAS is having a few problems and will need to be looked by our systems group.
- **Oracle Application Server** – 4.0.8.2 is loaded but not in production. Once in prod, we will load WebDB.
- **Campus Pipeline** – Progressing. Please visit www.marshall.edu/pipeline for updates.

NEW BUSINESS

- **Firewall Implementation** – no report
- **EPICs ID as alternate Banner ID** – EPICS uses a one-up generated number for a person's ID. Sharon's staff has to lookup the EPICs number when they have the Banner ID and vice versa. Sharon would like to load the EPICs ID as an alternate ID in Banner so that an employee can be accessed via the Banner ID or the EPICs ID. Michael suggested that we place a special character in front of the EPICs ID in Banner. After discussion, E0000xxxx. Bob will load these into SPRIDEN. Terri asked Bob to have a discussion with Jim prior to the load. Bob indicated the change indicator would be set to I. Bob asked if he should use the EPICs name or the existing SPRIDEN name for the new SPRIDEN record. Since Banner should record the correct name, use the Banner name but verify they are the same as an accuracy check.

The meeting was adjourned at 3:25pm.

- The next BOC meeting will be July 5th, 2001 at 1:30pm in DL 426.
- SCT Summit Spring, 2002 in Anaheim.