

BANNER OVERSIGHT COMMITTEE
Minutes of Meeting June 18, 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
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
	Kelley Smith	Accounts Payable	BUG-F non-voting member
Present	David Daniel	HR	BUG-H non-voting member
Present	Sharon Rutherford	Payroll	BUG-H non-voting member
	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 May meeting minutes were approved.

CORRESPONDENCE

- None

USER GROUP REPORTS

- **BUG-T:** Group did not meet.
- **BUG-F:** Selah reported talked about developing procedures for getting reports on receivables. Inventory continues to progress and depreciation is scheduled to be run next week. Next years budget is out on the system.
- **BUG-H:** Glenna reported that they are going to host a visit from Fairmont State at the next BUG-H meeting. It isn't looking hopeful for a fix for the FOAPAL problem on the EPAF. SCT just recommends manually entering the additional lines. Sharon and Glenna resolved the arrears payroll issue and the Annual Increment 1,000 limit problem. The new Huntington user fee will not be addressed until after it goes through the court system and deemed to be legal.
- **BUG-S:** Myke stated that during the meeting, Mary Waller reported that the CAPP committee met and developed a template for the Dean's areas to use to identify their curriculum and Terri presented the dupl. Pidm process report.
- **BUG-R:** No report.

OLD BUSINESS

- **BOC Policies and Procedures:** No discussion.
- **Duplicate PIDM/SSN records:** Terri reported that she was able to acquire a report written at another institution that identifies "Possible" Duplicates. This report can be run on a daily basis – or another interval. She passed the report on to Bob Collier so that the Duplicate PIDM/SSN

subcommittee could review and make any recommendations necessary for a successful implementation. Glenna reported that the committee has not yet met to review the report.

- **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**– Bob reported that testing was proceeding. Selah indicated their continued interest in the ability to email monthly financial reports. Bob said he will talk to UCS Systems to see what options we have to email from within FormFusion.
- **Year end closing** – no discussion
- **Replacing VR system** – no report
- **STVNATN** – Pat is still working on updating STVNATN and the ISO code validation table.
- **HB 2374** – Michael reported that the true intention of the bill was to prevent the public posting of SSNs. He has drafted a policy of non-disclosure to be reviewed by the General Council for policy commission. It will then be sent to faculty, Deans and the President’s Council. At this time, no modifications to existing systems, reports, etc is needed.
- **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 reminded everyone that the election for the committee chair would occur during the July meeting.

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 for 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.
- **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 July 16, 2002 at 1:30pm in DL 426.
- SCT Summit Spring, 2003 in New Orleans, LA.