

## BANNER OVERSIGHT COMMITTEE

Minutes of Meeting March 20, 2001

- **Call to Order:** The meeting was called to order at 1:12 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
	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:** No corrections needed and minutes were approved.

### CORRESPONDENCE

- None

### USER GROUP REPORTS

- **BUG-T:** Bob Walker stated that the Banner Technical Users Group did not meet this month.
- **BUG-F:** Larry Barnhill stated that the group has decided that the months of June and July are not good for possible upgrade dates. However, other months would be fine.
- **BUG-H:** Sharon reported at the payroll process has now finished November payrolls. She is currently reconciling the leave before processing December's payrolls. In January, all individuals that are being paid will be in the January process. Progress has been made on the HR o finance interface. The Leave liability report is a current concern and a subcommittee will meet soon. Larry asked for a copy of Prod to be rolled to PreProd once payrolls are caught up.
- **BUG-S:** Bob reported that Jim is still working on the tape process. Sharon reported that she has been having a high occurrence of a person having both the 901 and SSN as IDs. Terri asked Sharon to send a current list to her so that they can be processed through the standardized cleanup procedures. Bob also reported that there was a discussion concerning the entry of faculty general person information. In lieu of a formal policy/procedure from the BUG-H, the Associate Deans will discuss appropriate procedures for the entry of person information required in Banner for faculty members to be able to utilize the MILO Web for Faculty product. Once the BUG-H delivers the data entry procedures, the Associate Deans will abide by the BUG-H procedures. A Class roster addition was requested for MILO Web for Students. The University has decided to use Campus Pipeline as the University's portal. Campus pipeline is not an SCT product but does allow single sign on and a seem-less integration to MILO, WebCt, email, etc.
- **BUG-R:** No Report

### OLD BUSINESS

- **BOC Policies and Procedures:** The group revisited the document, reviewed additions, and made minor modifications. Upon completion of the review, Michael McGuffey made a motion to approve the current Draft of the BOC Policies and Procedures. Larry Barnhill seconded the motion and the motion carried unanimously. Terri indicated that she would send the Draft on to the ITC for consideration/approval.
- **Name/Address (General Person) Ownership:** A universal name/address change form was designed by Payroll. Sharon will be editing the form with input from the Admissions, Registrar, and Financial Aid offices next week. Sharon will present a draft to this committee for review following that meeting.
- **Duplicate PIDM/SSN records:** Clean up process is still underway.
- **Training Issues:** The group reviewed the draft document that Terri prepared and made several modifications. Terri will be sending them to the group for review.
- **Banner 5.x point release upgrade schedule:** GASB 34 /35 requirements release is not scheduled until June 2001. Larry will investigate the version requirement issues during the Summit Conference.
- **Training requirement policy recommendation from BUG-S** – Terri announced that the ITC approved this policy.

## NEW BUSINESS

- **Oracle 8 upgrade** – The upgrade to Oracle 8.1.6 will take place on Memorial Day weekend. This upgrade requires an upgrade of OpenVMS to 7.2, VR to 4.1, SAS to 8.x, and conversion of old character-based forms (like the budget software Dee uses and the yard-sale software Purchasing uses). This upgrade will put any character based forms out of business – no work around available this time! The upgrade to OpenVMS occurred on Sunday March 11, 2001. The SAS upgrade will be scheduled once the required version is released (SAS said February). The VR upgrade won't take place until after advance registration has completed.
- **Oracle Application Server Replacement** - The new server that houses the Oracle Application Server software (OAS) was implemented on March 11, 2001. Testing will continue to prepare for Summer Registration which begins on March 26<sup>th</sup>.
- **Web for Students: Class Roster** – The BUG-S requested approval for the development of a MILO Web for Faculty add-on process to produce a simple class roster. This would expedite the printing of class rosters by departments/faculty members and reduce the amount of paper and toner needed. The BOC approved the request.
- **Web for Students: Schedule of Courses Baseline Modification Request** – The BUG-S requested approval for a MILO Web for Students Baseline Software Modification Request. This request asked that the current SCT delivered software for the Web Schedule of Courses be modified to divide the document with Alphabetic links rather than having one huge document. Other modification requests are:
  1. Provide ability to select departmental course listings rather than scroll through entire list
  2. Provide ability to include Pre-Requisites, Co-Requisites, and course comments.
  3. Provide ability to indicate courses that are cancelled.
  4. Provide ability to run the schedule package nightly reflecting daily schedule changes.
  5. Change the appearance of the Schedule pages to be more user-friendly

Terri indicated that this request would require substantial modifications to the baseline software. However, the delivered version of the Schedule of Courses does not meet the University's needs. Therefore, Terri recommended that the group approve this request, keeping in mind that due to the substantial modification efforts required, the modification to a future release may be delayed. After further discussion, Bob Walker made a motion to approve the request. Myke Watts seconded the motion. The BOC then voted unanimously to approve the request. Terri stated that she would pass the request on to the ITC for consideration/approval.

- **Election of BOC Chairman** – Terri reported that the BOC Chairman position was up for re-election in April. She asked for input with regard to nominations, etc. Those present voted to forgo the formal election process and appoint Terri as the Chairman for another term.
- **Change of monthly meeting time** – Larry asked if there would be any objections to changing the start time of the meeting from 1:00pm to 1:30pm. Hearing no objections, Terri stated that she would modify the meeting series via Outlook and book the conference room for the next calendar year.

**The meeting was adjourned at 2:30pm.**

- The next BOC meeting will be April 17, 2001 at 1:30pm in DL 426.
- SCT Summit April 7-11, 2001 in Toronto.