

BANNER OVERSIGHT COMMITTEE

Minutes of Meeting March 18, 2003

- **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	Mike McGuffey	Institutional Research	BUG-S non-voting member
	Glenna Racer	HR	BUG-H voting member
	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
	Kelley Smith	Accounts Payable	BUG-F non-voting member
	Bill Shondel	Purchasing	BUG-L non-voting member
	Carol Kolski	Accounts Receivable	BUG-L voting member
	Kimberly Skeens	MURC	BUG-R voting member
Present	Terri Tomblin-Byrd	Computing Services	BUG-F non-voting member

- **Minutes:** The minutes from February were presented to the group at the meeting for review. A few modifications were made.

CORRESPONDENCE

- None

USER GROUP REPORTS

- **BUG-T:** No report.
- **BUG-F:** Selah reported that the group discussed issuing a calendar to all Banner users so that each person on campus will better understand when things are due to keep the year end close in order.
- **BUG-H:** Sharon reported that the 3/16 is almost complete. The time and leave processing committee has been working hard but they still have some issues with time accrual. They have discovered that they have a timing issue with a change in FTE and accrual of leave. They discussed having an EPAF type created so that the job titled will be coded to designate teaching GAs, part-time faculty, overload, chair stipend, etc. to meet Michaels McGuffey's reporting needs. If we could get the departments to identify who is teaching each course...then this teaching GA's group could be dropped out of this special EPAF process. The EPICs interface deductions issues have been resolved and all deductions are now being entered into Banner. Once the data entry is complete we may be ready for a test. WVU's test was only out \$400 during their last test.
- **BUG-S:** Myke Watts reported that the subcommittee on CAPP that the History and COLA General Education are being coded. The group is still discussing the access to MILO during the final grade submission time frame. The group will send a recommendation to the BOC after their next meeting. Bob Walker reported that he has noticed several numbers in the SSN

field in SPAPERS that contain a generated id (like @). This should never happen. We will need to clean this up and identify where they are coming from.

- **BUG-R:** No report
- **BUG-L:** No report.

OLD BUSINESS

- **BOC Policies and Procedures:** No report
- **Multiple PIDM/SSN records:** Terri reported general iden form with multiple pidm checks built in. Admissions submitting lists to Jim over 200 so far. Nadine reported that Bob plans to meet with Jim to discuss the report in more detail and will schedule a committee meeting after that.
- **myMU:** Michael asked if we can track usage based on search criteria such as student classification. No.
- **e~Print/FormFusion:** Bob reported that the access issue has been resolved but is still having problems with the email option.
- **Training Concerns:** No discussion
- **Information Security Policy:** Terri reported that the Governor's office approved our ISP and that the ITC will be reviewing modification recommendations. Bob reported that he recently discovered that Higher Ed institutions fall under the Federal Trade Commission (FTC) Security Ruling and that we need to have an ISP in place by May 2003 that meets the FTC requirements. Bob has sent this information to the Information Security Officer.
- **eVoter application:** Terri reported that the SGA elections took place and were totally electronic. 926 students voted using the eVoter software with no complications. The Faculty Senate will be using eVoter in April for their elections. The Classified Staff Council has made an inquiry.
- **GOAINTL:** Terri reported that she has not heard from Scott Hoppe yet. So, the data is still in SPRINTL

NEW BUSINESS

- **Oracle upgrade to 8.17:** Rollback of fimsmgr, payroll, posnctl, and a few general tables (Bob will let me know which ones and we'll do those separately).
- **Priority Access to MILO** – Terri briefly discussed the issues related to the potential need for restricting access to MILO during the final grade submission period at the end of the Spring Semester. The BUG-S will be reviewing the issues in detail and will follow with a recommendation to this group for review.
- **Michael** – Michael reported that several people met today to discuss implementing new RSTS codes for dropping for non-payment and refund period. They would be using the existing NP code and a new RSTS code. Michael wanted the group to know and to make sure that this committee did not need to vote on this. The group felt that this could be handled solely within the jurisdiction of the BUG-S.

The meeting was adjourned at 3:01pm.

- The next BOC meeting will be April 15, 2003 at 1:30pm in DL 426.
- SCT Users Group Meeting: Spring 2004, Philadelphia, PA