

BANNER OVERSIGHT COMMITTEE

Minutes of Meeting November 18, 2003

- **Call to Order:** The meeting was called to order at 1:35 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
Present	Glenna Racer	HR	BUG-H voting member
Present	David Daniel	HR	BUG-H non-voting member/ BUG-L 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
Present	Bill Shondel	Purchasing	BUG-L non-voting member
	Willanna Wales	Payroll	BUG-L non-voting member
	Kimberly Skeens	MURC	BUG-R voting member
Present	Corley Dennison	Academic Affairs	Provost's Proxy non-voting
Present	Terri Tomblin-Byrd	Computing Services	BUG-F non-voting member

- **Minutes:** Terri reported that the October minutes were not posted. She will do that following this meeting.

CORRESPONDENCE

- None

USER GROUP REPORTS

- **BUG-T:** Bob indicated that the group did not meet.
- **BUG-F:** Selah indicated that the group did not meet.
- **BUG-H:** Glenna indicated that they met with the auditor's office and developed a testing timeline. They should begin testing this week. Also, the HR group has developed a group of testers from departments across the institution to test the EPAF process in PreProd. They now have 3 EPAF types that can be run in Production. Job Location, Assign Supervisor, and Change Time Sheet Org. are the three that are ready to go.
- **BUG-S:** Myke reported that messages have been placed on myMU to announce the retirement of MILO VR, and the location of MILO within myMU. The group also received a demo of v6 Banner.
- **BUG-R:** No report
- **BUG-L:** David reported that three new courses were added to the training page and are now allowing registration.

OLD BUSINESS

- **BOC Policies and Procedures:** No report
- **Multiple PIDM/SSN records:** The group met and some issues were discussed with the clean up of employees that have been paid under two different MUID numbers. Terri suggested that we start by asking other institutions if they've developed a procedure. The group discussed more issues related to this scenario to help the members understand the situation. Sharon indicated that they would like some training/guidance on this. Nadine reported that the group decided to use the existing report for a while longer and revisit the procedures.
- **myMU:** Terri reported that she would be required to verify IRB approval for any surveys that will be offered via myMU. The actual approval procedure is still in the works. Terri then opened discussion with regard to the automatic generation of email accounts for ALL employees. Currently, we only create an email account when the employee requests it. Terri wants to begin creating them based on the generation of a new pebempl record. Also, she wants to create accounts for those that have been in the system already but never requested an email account. This will help us be properly prepared for the day when we are required to provide an email address for all employees included in our payroll. However, Terri stated that she didn't want to do this without educating the community and making sure that all aspects of this process were discussed. Glenna offered to lead a sub-committee on creation of employee emails/myMU accounts.
- **e~Print/FormFusion:** Can be removed from agenda.
- **eVoter application:** Next group to use software: Classified Staff Constitution & By Law Ratification vote.
- **GOAINTL:** Data was converted without prior testing. If anyone has any issues crop up, please let Terri know. This item can now be removed from agenda.
- **"Bad Mailing Address" procedure:** Can be removed from agenda.

NEW BUSINESS

- Banner 6.0 Timeline – We want to do the v6 upgrade beginning December 20th. The upgrade should be completed and Banner available again on Monday, December 22nd. The group discussed the changes that would be a result of the upgrade
- Performance Problems in Banner – The group discussed the performance problems that people are experiencing. Terri indicated that they were looking at it from every prospective possible, but had not determined the true cause of the problems. However, we will be upgrading to another point release of Oracle, and upgrading to newer point releases of our OpenVMS and MultiNet software soon to see if that helps. Terri asked the group to continue to let the Helpdesk know when problems occur...and to keep a log for themselves. This will help us identify any patterns that may exist.

The meeting was adjourned at 3:00pm.

- The next BOC meeting will be December 16, 2003 at 1:30pm in DL 426.
- SCT Users Group Meeting: Spring 2004, Philadelphia, PA