

BANNER OVERSIGHT COMMITTEE

Minutes of Meeting October 17, 2000

- **Call to Order:** The meeting was called to order at 1:10 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	Mike 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:** One correction was made to the attendance and the minutes were then approved.

CORRESPONDENCE

- None

USER GROUP REPORTS

- **BUG-T:** Bob Walker stated that the Banner Technical Users talked about the ODBC client server configuration. Gary Weis gave the group a handout for their review.
- **BUG-F:** Larry Barnhill stated that the Banner Finance Group is still working on the users annual. 50% of the existing inventory is entered. They have begun working on the interface to accounts receivable. Hr interface testing is continuing.
- **BUG-H:** Glenna reported that HR is continuing all jobs have been updated for July 1. 2 technical issues: YTD totals and incorrect position encumbrance amounts. YTD totals have been calculated and we are now working on getting the database updated. Encumbrances are ready to be interfaced to finance and then the encumbrance amounts can be updated. Work-study positions and jobs are not currently loaded. The first payroll period doesn't include many of these so the first load won't take long. The group is still in the process of writing policies. Jim Stephens is producing the drafts but the group is not yet ready to share them with the BOC. The BUG-H group is looking for a new chair since Perry must return to full-time auditor on December 15th. The group will be reviewing this at their next meeting. A data review sheet has been sent out to employees in order to update biographical information, etc. The campus directory will be created once the data is updated. Jim extracted data from Banner to an Access database. The campus directory will be produced from the Access database since the directory includes non-employees. The HR office will be doing double data entry (to Access and to Banner) so that both databases will remain accurate.
- **BUG-S:** Myke Watts reported that the group had discussed CAPP. Ken O'Neal reported that the Graduate College is meeting with Sarah Denman on 10/17/00 to discuss the use of CAPP at the Graduate College Terri is configuring the Oracle Application Server to complete the upgrade. I-payment and WebDB will be installed next, no dates for these installs are available yet.

SGASTDN will not create a student record for a previous term. Affected offices are Quick Admitting students that need to have a record for an old term created in Academic History. SHRTRTC is not printing transcripts correctly. Other problems with this process were reported. Terri offered suggestions for some work-a-rounds. The problems have been reported to SCT. Jim Richendollar is looking into dup pidms being created from the tape loads. There was a new tape load process delivered from SCT with the last upgrade. Ken O'Neal reported that he was told that Summer Terms would remain the same for next summer. Any changes will not take place before 2002. Terri and Pat Gebhart are working on an SCT process to produce student schedules in sleep/wake mode.

- **BUG-R:** no report

OLD BUSINESS

- **Banner2000 v4.x:** Terri reported that she has been unable to acquire, from SCT, and timeline for upcoming point releases. She said then when she had the information, she would pass it on to the group.
- **BOC Policies and Procedures:** Larry reported that BUG-F had taken an initial pass at the existing policies & procedures but were not ready to forward any recommendations to the BOC. Terri asked the group how they might feel about having one P&P document with general policies that cover all user groups at the top of the document and then have a chapter for each User group. This would keep people from having to go from one document to the next when looking for an existing P or P. Glenna also recommended that some of the verbiage in the existing document be removed since it is more of a history than a P or P. The group agreed with both recommendations.
- **Confidentiality flag usage:** No discussion.
- **Name/Address (General Person) Ownership:** Terri emphasized again, the need for a policy or procedure on the entry of general person data for faculty/staff. This will require a statement from the BUG-H group first so that the BOC can review it in conjunction with the current procedures in the Dean's offices.
- **Duplicate PIDM/SSN records:** Clean up process is still underway.
- **Training Concerns:** Terri recommended that the BOC use our next meeting as a working meeting to hash out the Training Recommendation. The group agreed.
- **Bad data -** Following a lengthy discussion about "bad data" deletion – the BOC came to a consensus that a statement was in order rather than a policy. Terri stated that she would attempt a rough draft based upon the discussions and send it around the group for review.

NEW BUSINESS

- Terri reminded the group about the WVNET conference and that Tuesday is dedicated to Banner. Also, there is hope of re-convening a State-Wide Banner users' group - which could prove beneficial. Several BOC members indicated that there was a conflict between the WVNET conference and the WV Higher Education Administrators conference. Terri asked who attends that conference. She was informed that the conferences attendees include Chief Finance Officers, Chief Procurement Officers, Human Resource Administrators, and Directors of Institutional Research.
- **PIN maintenance -** Terri reported that the new version of the form GOATPAC was modified to only allow a person to reset the PIN to an individual's birthdate as it appears on SPAPERS, PPAIDEN, etc. Once the PIN is reset, it will automatically expire when the individual logs into MILO and the individual is forced to change it. The registrar's office is currently responsible for PIN maintenance and has a dilemma with regards to Faculty members. If a faculty member requires their PIN to be reset BUT does not have a birthdate recorded on Banner, the Registrar's office can't help them. Since they don't own the general person information of an employee, they cannot modify the SPAPERS record. What should they do in this situation? After

discussion, the BOC agreed that it would be appropriate to send the employee to the HR office for birthdate correction. HR would then send them back to the Registrar's Office to have the PIN reset.

- Terri recommended that we move the summer term issue to standing agenda item. The group agreed
- Bob announced that MU is working in conjunction with the State Treasury's office to accomplish Web-based credit card approval for the purpose of accepting tuition & fees via MILO Web. This project has an implementation date of December 1, 2000.

The meeting was adjourned at 3:08pm.

- The next BOC meeting will be November 21, 2000 at 1:00pm in DL 426.
- SCT Summit April 7-11, 2001 in Toronto.