

**BANNER OVERSIGHT COMMITTEE**  
Minutes of Meeting October 19, 2004

- **Call to Order:** The meeting was called to order at 1:30 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
Present	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
	Willanna Wales	Payroll	BUG-L non-voting member
	Kimberly Skeens	MURC	BUG-R voting member
	Corley Dennison	Academic Affairs	Provost's Proxy non-voting
Present	Terri Tomblin-Byrd	Computing Services	BUG-F non-voting member

- **Minutes:** No corrections were made and the minutes were approved.

**CORRESPONDENCE**

- None

**USER GROUP REPORTS**

- **BUG-T:** Bob reported that they discussed the MUIINFO replacement machine and that the group is very interested in Linux training. Also discussed was the opportunity to have a linux box made available for testing before the migration was done.
- **BUG-F:** BUF-F did not meet.
- **BUG-H:** Glenna reported that the group met and discussed the MURC employee issue. Glenna went on to say that they are having problems with creating new eclasses, the EPICS interface, and salary tables because the data in PreProd needs a rollback or refresh. The 2005 budget in PreProd is in a working status. Perhaps a refresh of finance/HR from Prod to PreProd would be the best thing to do. Terri said she will look into getting that done soon. Sharon reported that they have done some data capturing testing in Production but can't do change data capturing to send to the EPICS test system until they have more current data in preProd. She went on to say that other than a few issues with individuals, it has gone well. They have had some of the paper stragglers sign up for electronic deposit.
- **BUG-S:** Myke reported that they talked about the contingency plan and the general and finaid upgrades in preprod
- **BUG-R:** No report
- **BUG-L:** David reported that the group did not meet.

## OLD BUSINESS

- **BOC Policies and Procedures:** No report
- **Multiple PIDM/SSN records:** Michael reported that he is working on the SSN cleanup.
- **myMU:** Terri gave the group a demo of the Group tools available in myMU. She told the group that she would continue to develop the BOC and it's BUG sub-groups. She went on to say that as she assigned the BUGx group leaders, she expects them to continue enrolling members and adding content. Terri also highlighted the ability to create multiple calendars and overlay them when needed. She asked each BUG to work on getting their process calendar entered into a group calendar.
- **eVoter application:** No discussion
- **Performance Problems:** Terri reported that UCS was currently purchasing hardware to replace MUIINFO as a stop gap measure to give us more time to migrate to the new machine/Linux OS. She went on to say that it should be a seamless migration and that users would not need to change any configurations. The UCS Systems group will be making the move on a Saturday morning immediately following the cold backup of the Production database.
- **Schedule of Data rollback from Prod to PreProd:** no report.
- **Address Updates via Banner Self Service:** No report.
- **CTC discussion:** Terri reported that Dr. Tarter is to reconvene the group to discuss the can it be done in banner side.
- **Data archiving:** no report
- **MURC employees:** The HR office will create a special employee classification for them. They will need to rely on the MURC payroll dept for the information to be submitted and updated. HR has agreed to do the actual data entry. Testing will proceed once data is set in PreProd. Larry shared his concern over the possible confusion of the employee classification. It needs to be apparent that this class does not get them the services available to regular employees.

## NEW BUSINESS

- **Contingency Plan:** Dr. Winnie Black and Elizabeth Hanrahan presented the BUG-S Banner Contingency plan to the group. The group asked a lot of questions and had many issues clarified. Terri then gave the members the task of going back to their BUGs and reviewing the BUG-S Contingency plan with them. The BOC members will be expected to modify the existing document to encompass all BUGs issues and needs. The BOC members will participate in drafting the BOC Contingency Plan at the November meeting. The BOC Contingency Plan will then be submitted to the IT for review prior to the Holiday break. Terri encouraged each BUG to use myMU's discussion tools and document sharing capabilities to facilitate this task.
- **April Software release:** Terri reported that several of the products had been upgrade to the April release in the PreProduction database. She stated that she hoped to have the rest completed soon and would let the group know when they could begin testing. The target at this point is to upgrade the Production database during the weekend following Thanksgiving. Bob Walker asked Terri to keep her eye out for the November AR upgrade and include it if possible.

### The meeting was adjourned at 3:30pm.

- The next BOC meeting will be Nov. 16 , 2004 at 1:30pm in DL 426.
- SCT Users Group Meeting: Spring 2005, Honolulu, HI