

BANNER OVERSIGHT COMMITTEE
Minutes of Meeting September 17, 2002

Call to Order: The meeting was called to order at 1:39 p.m. in dl 426.

- **Members Present**

Present	Cheri Musgrave	Financial Aid	BUG-T voting member
	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	Michael McGuffey	Institutional Research	BUG-S non-voting member
Present	Glenna Racer	HR	BUG-H voting member
Present	Kelley Smith	Accounts Payable	BUG-F non-voting member
Present	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
	Kimberly Skeens	MURC	BUG-R voting member
Present	Terri Tomblin-Byrd	Computing Services	BUG-T non-voting member
	Bill Shondel		BUG-L voting member
	Carol Kolski		BUG-L non-voting member

- **Minutes:** Nothing yet to approve for prior meeting.

CORRESPONDENCE

- None

USER GROUP REPORTS

- **BUG-T:** Bob reported that the group has been participating in FormFusion training.
- **BUG-F:** Selah reported that the group did not meet.
- **BUG-H:** no report
- **BUG-S:** Nothing was discussed that needs to be reviewed by this group.
- **BUG-R:** No report.
- **BUG-L:** Bill reported that they have developed a new Banner account request form to facilitate the enforcement of the policy requiring a person to attend Banner Navigational training prior to the receipt of a Banner account. Kelley made motion that the committee approve the MUIINFO account request form. Sharon 2nd the motion. The motion carried unanimously. Kelley made motion that the committee approve the Banner Navigational Training Agenda sheet. Sharon 2nd the motion. The motion carried unanimously. Bill then asked about an implementation date for the new form. Terri then asked about any plans for community education/awareness...perhaps having Judy send an email out to let the community know that the implementation date for the new form? Bill suggested October 1st be the date. The group agreed that October 1 would work since it would give Judy time to disseminate the announcement.

OLD BUSINESS

- **BOC Policies and Procedures:** No discussion.
- **Duplicate PIDM/SSN records:** no discussion.
- **myMU** – no discussion
- **E~Print/FormFusion**– No discussion
- **Replacing VR system** – no report
- **Information Security Policy** –Terri provide the group with some examples of Data Steward and Data Custodian definitions from other institutions. The committee then developed a definition of Data Custodian for the purpose of the Administrative Information Security Policy (AISP). The committee then prepared a draft that identified business units and the corresponding Data Custodian. Terri will finalize the AISP and send it to Michael McGuffey. He will then present it for review with regard to the use of the term Custodian.

NEW BUSINESS

- **MUINFO Power Supply Replacement** – MUINFO's backup power supply will be replaced on Tuesday morning, October 22nd. Please expect the system to be down for approximately 90 minutes. Terri will be sending a formal announcement to the community as the date draws near.
- **Production Upgrade** – Terri reported that she has narrowed the possible upgrade weekends to October 26/27 and November 2/3. Registration starts on November 11th.

The meeting was adjourned at 3:00 pm.

- The next BOC meeting will be October 15th, 2002 at 1:30pm in DL 426.
- SCT Summit Spring, 2003 in New Orleans, LA.

BANNER BASIC NAVIGATION TRAINING and MUINFO ACCOUNT CREATION for ALL MARSHALL UNIVERSITY EMPLOYEES

Banner Training Policies:

- The **completion of the Banner Basic Navigation class is required** prior to the receipt of a Banner account. An account request form must be completed during the class, approved by the trainer, and taken back to the employing department for supervisor approval. An MUINFO account will be created upon receipt of a completed account request form.
- Banner Basic Navigation Training classes are offered shortly after the beginning of each semi-monthly payroll period. These are 2-hour sessions. It is the responsibility of the hiring department to register the new employee in the appropriate Banner training session(s). Banner Basic Navigation Training Class will be held even if there is only one registrant.

At the completion of Banner Navigation training, participants will:

- Understand and use navigation techniques throughout the Banner Administrative Information System
- Know and understand the importance of confidentiality of Banner data
- Understand the importance of accurate data entry
- Understand the relationship of data among modules
- Demonstrate confidence in using Banner
- Be able and motivated to explore Banner functionality independently

Topics Covered:

- Logging in/out of Banner
- Access to Banner: Update and Query Privileges
- Menus
- Form Names
- Parts of a Banner Form
- Navigation on a Form (Using the Mouse, Pull-Down Menus, Icons on the Toolbar, Options Menu, Keystrokes)
- Validation Tables
- Searching the Database
- Banner Web Site

Guides and Resources on the Banner Web Site:

- Banner Home Page <http://www.marshall.edu/banner/>
- Basic Navigation Guide
- Faculty Guide for Using the Dean's Menu
- User's Guide for Finance Operations
- Instructional Guides (Printing transcripts, class lists, etc.)

