

BANNER OVERSIGHT COMMITTEE
Minutes of Meeting October 16, 2001

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 |
| | Nadine Hamrick | Financial Aid | BUG-S non-voting member |
| Present | Michael McGuffey | Institutional Research | BUG-S non-voting member |
| | Glenna Racer | HR | BUG-H voting member |
| | Deirdre Carrico | Budget | 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-F non-voting member |

- **Minutes:** Minutes for September were distributed during the meeting, reviewed, corrected and approved.

CORRESPONDENCE

- None

USER GROUP REPORTS

- **BUG-T:** Bob reported that the group discussed several procedural issues with regards to users running their own reports. Myke Watts will be doing a demo on how to incorporate SQL reports into Banner Job submission. The group also put together some questions for the upcoming e-Print demo.
- **BUG-F:** Larry reported that the July reports are out, the August 16th payroll has been received and reconciled. Fixed assets testing will be picking back up following the roll of data from Prod to PreProd. Accounts receivable interface is going to be tackled in the spring following the completion of the HR interface.
- **BUG-H:** Sharon stated that the 8/31 payroll processing will begin in the morning if all goes well. The goal is to be current by the 10th of December. Glenna reported that some EPAFs are ready to be used but users are reluctant to use them. Glenna feels that it is most likely the approval process due to some individuals within the approval queue not using Banner. David Daniel has been trouble shooting. Larry asked which EPAF types are available. Glenna reported that Hire Person, Terminate Job, and others which are listed on the Banner HR website. Development on Leave policies and procedures has begun.
- **BUG-S:** Myke reported that the group discussed a problem report with the back fill of city, state, etc once the zip code was entered. e-Recruiting data load has not occurred. There was a discussion about the increasing numbers of duplicate pidms and the upcoming upgrades.
- **BUG-R:** No Report

OLD BUSINESS

- **BOC Policies and Procedures:** Terri reported that the current policies and procedures has been update on the website.
- **Name/Address (General Person) Ownership-**
 1. **Initial Person Data Entry Form – Remove from agenda.**
 2. **Common Name/Address Change form –** Sharon reported that the latest version was sent to others for review and needs to reconvene that group.
- **Duplicate PIDM/SSN records:** Terri stated that since the last meeting she had reviewed the Summit CD looking for someone that had done a presentation on this topic. She found an institution that had developed a report and committee do deal with the problem. She emailed the presenter asking for a copy of the report but has not heard back from them. Terri stated that it was becoming increasingly difficult to coordinate dup pidm resolution and felt that the “old” procedures should be dug up and revised. The group concurred.
- **Training Issues:** No report.
- **Banner 5.x point release upgrade schedule:** Upgrade to Version 5 Thanksgiving or Christmas and would require an update to each Banner client’s desktop shortcut/registry. Terri stated that the date decision would be made by October 1. The Test database has been upgraded. Terri asked each representative to poll their group to see if there was any objection to having PreProd unavailable during the week so that Jim could do the upgrade to PreProd during regular working hours.
- **Oracle 8 upgrade –** No report.
- **Oracle Application Server –** No report.
- **Campus Pipeline –** Terri reported that myMU has gone live. Marshall funded the move from the grant model to the licensed model so advertising will no appear on myMU. The Calendar portion was released last week and we hope to have it in place later this fall. The WebCT integration is scheduled to be in production for the beginning of Spring Term 2002.
- **Firewall Implementation –** Terri reported that the cutover will most likely take place during the T-day holiday/fall break week. Selah asked about printer access for the FIMS system coversheets. Terri recommended that each person with any communication issues should send an email to UCS networks for discovery and resolution.

NEW BUSINESS

- **BUG-L -** Terri reminded the group that she had asked them to give some thought to how we would accomplish enforcing the newly approved Training Policies. After a lengthy discussion, it was recommended that the group review the cost of training. In addition, the group should explore the possibility of contracting with the Continuing Ed dept. for navigation training (Michael’s idea!) while the BUG – L would be responsible for course content. Terri read the Training policy to the group and re-iterated that each Banner User group must anti up one person for each ‘major area’ governed by their group. Terri asked each BUG rep. to bring a list of their BUG-L members to the next BOC meeting. Perhaps the best place to start with the BUG-L is some standard items each new employee must do to become a Banner user.
- **E~Print -** Terri will schedule a meeting to review the administration of the e~Print system and will invite those that where invited to the original demo.
- **Rolling Production data back to PreProduction –** Larry is interested in seeing if it is possible to schedule recurring data refreshes. Perhaps a 6 month cycle is appropriate. Terri will discuss this with Jim and update the group next time.

The meeting was adjourned at 3:30pm.

- The next BOC meeting will be November 20, 2001 at 1:30pm in DL 426.
- SCT Summit Spring, 2002 in San Francisco.