

BANNER OVERSIGHT COMMITTEE
Minutes of Meeting April 16, 2002

Call to Order: The meeting was called to order at 1:45 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
	Bob Walker	FIT	BUG-S voting member
	Nadine Hamrick	Financial Aid	BUG-S non-voting member
	Michael McGuffey	Institutional Research	BUG-S non-voting member
Present	Glenna Racer	HR	BUG-H voting member
	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:** Terri will send the March minutes out via email for the group to review.

CORRESPONDENCE

- None

USER GROUP REPORTS

- **BUG-T:** Myke reported that the group discussed the HB 2374, INN (Internet Native Banner) which will do away with the forms server and interaction to Banner will be via a web browser. Michael McGuffey gave a brief presentation on WebDB. Bob Walker did a demo and led a discussion on FormFusion.
- **BUG-F:** Larry reported that the group talked about FormFusion as well – and as a possibility for web reports instead of e-Print. The group is now in testing phase for year-end close. Larry reported that the Web for Finance will become a separate product from the Web for Employees this fall. The Finance 5.3 release has SCT’s Pcard solution but the finance group is not satisfied with it. We are hopeful that it will be a good starting point. It has some major pieces missing based on the demo. We will be looking closer to be certain we have the correct information. Larry asked Terri if 5.3 could be made available in either Test or PreProd early on so that they could begin their investigations. Terri said that once it was released, we would be working on it.
- **BUG-H:** Glenna reported that they are still having one problem with the EPAF with regard to split funding. They have contacted others via SCT’s HT Listserve to gather information that will help them with the EPAF implementation. AEI cap for non-classified employees will be removed and we are trying to figure out the easiest way to deal with the July 1 arrear pay process for new employees. Its looking like we’ll have to design new employee classes. Larry pointed out that these people will be considered accrued liabilities. Sharon now has the Banner to Epics interface file layout. Larry asked if the compensated absence liability report was discussed. Glenna said it was not. Sharon made a note to bring this up for discussion. Bob now has the software needed for developing the time entry sheet. They are hoping to use it as solution for the leave reports as well.

- **BUG-S:** Myke reported that the two main topics of discussion were duplicate pidms and generated IDs.
- **BUG-R:** No report.

OLD BUSINESS

- **BOC Policies and Procedures:** No discussion.
- **Name/Address (General Person) Ownership-**
 1. **Common Name/Address Change form** – Sharon presented the routing rules to the BUG-S at their last meeting. Ownership of the PR address type for employees was discussed and a new ownership procedure recommendation was formulated. Sharon will send the recommended routing rules to the Finance group for review. The BOC members agreed to finish the review process via the discussion list to avoid postponing the decision process. Michael asked about work-study students with regard to their status. Sharon indicated that the best practice at this point in time is “once an employee always an employee”.
- **Duplicate PIDM/SSN records:** Glenna reported that most likely by the next BOC meeting the group should have finished the form and routing rules needed for dupl. Pidm cleanup. Terri reported that Pat attended a session and will acquire any code/etc the institution is willing to share.
- **Training Issues/BUG-L:** still waiting for a few more from BUG-S.
- **Campus Pipeline (myMU):** Terri reported that the new 3.1 release has been loaded on the test machine. A myMU Project Committee meeting will be scheduled shortly so that the group can review the new software and discuss implementation timelines. Michael asked about ID changes in Banner and how they are being handled in myMU. Terri stated that the ID change currently does not process through to myMU due to a defect and that Campus Pipeline is working on a solution. However, the ID change in WebCT has been successful – though Terri still needs to pass on the last ID changes on to Bradley Morgan, WebCT Administrator, for correction.
- **Firewall Implementation** – Terri reported that the Mubweb (OAS) boxes moved behind the firewall but that the IP number did not change. The IP number will change most likely take place on Memorial Day Weekend.
- **E~Print/FormFusion**– The paperwork for FormFusion purchase has been complete. We are now waiting on final delivery of the software. Bob has tested the class roster with the trial software. Larry asked if we had looked at the email capabilities. Michael said he had not but knew that Bob was working on this as well as encrypted pdf delivery. Larry asked if it could be used for other reports besides Banner ones. Terri stated that she believe that the product was tied to Banner Job Submission and didn’t know if it could be run against a non-banner report.
- **Year end closing** – no discussion
- **Replacing VR system** – The VR committee met and recommended that the VR system be replaced. The committee asked Terri to procure a financial commitment for the new system prior to them reviewing the vendors in detail. Terri has sent the request up the chain but has not heard a verdict as yet.
- **Generated ID conversion procedure** – The BUG-S is working on a written procedure guide.
- **STVNATN** – Michael sent Terri the codes and UCS will be updating STVNATN shortly.
- **HB 2374** – Michael reported that a committee will meet today to begin discussion on the effects of this new legislation as well as any new procedures that will be needed to comply with the restricted use of student SSNs.

NEW BUSINESS

- **Information Security Policy** – Terri handed out several examples of Information Security Policies from other Higher Ed Institutions. She informed the group that the ITC (our governing committee) has requested that we review these and consider developing a policy for our institution with regard to Administrative Information (ie information in Banner – or any sub-system). Terri asked the group if they felt this effort was worth the time and commitment that would be necessary. The committee agreed that it was. Terri asked that each member review the information presented and be thinking about MU specific items for

discussion during the next BOC meeting. She also asked Glenna to be sure to have Jim Stephens review these since she thought that Jim had been working on data security policies with regard to employee responsibilities. Michael stated that we should offer educational sessions along with the policy to help employees truly comprehend the policy and use of data on campus.

- **Rollback of Prod data to PreProd** – Finance and HR were processed this past Sunday
- **Paradigm shift for MU Account Creation process** – Terri presented two proposals to the group for approval. Both proposals are related to the retirement of the Webmail application which will require MU to provide web based email via myMU's email application for all MUNet email account holders. For a person to be provided the necessary myMU authentication credentials, they must exist in Banner as a person. Currently most of our MUNet users have person records in Banner. However there is a subset and will continue to be a subset of MUNet users that are not students, faculty or staff – here after referred to as affiliates. The proposals relate to 1) getting the current affiliates created as people in Banner and 2) future procedural changes necessary for the creation of new affiliates. Both proposals were approved by the committee and are available on the BOC website for review.
- **Election Time** – Terri reminded the group that it was time for elections. Both the Chairman and Committee Member elections needed to take place. The fact that the anniversary date for the Chairman and the Committee Members is the same presented problems. Therefore, the committee agreed to change the Chairman anniversary date to July 1 to keep the group going while new Committee Members come on board and have an opportunity to elect their Chairman. Terri told the group that she would send a message out to each BUG instructing them to elect their individual BOC committee members at their next BUG meeting.
- **Larry presented a topic...but I can't remember what it was! Help me out here Larry?**

The meeting was adjourned at 3:30 pm.

- The next BOC meeting will be May 21, 2002 at 1:30pm in DL 426.
- SCT Summit Spring, 2003 in New Orleans, LA.