

BANNER OVERSIGHT COMMITTEE

Minutes of Meeting April 17, 2001

- **Call to Order:** The meeting was called to order at 1:32 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
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:** No corrections needed and minutes were approved.

CORRESPONDENCE

- None

USER GROUP REPORTS

- **BUG-T:** Mike says they had a very good meeting. Kim demonstrated Monarch for the group and a process she developed to enter data into Banner via a windows app. Michael discussed the 901 ID numbers and reported that the institution has approximately 200 years before someone has to worry about running out 901 numbers to use. In light of this information, and through conversations with the central office, Michael feels that using the number 9 and setting the max sequence to 1,040,000 for the purpose of generating Ids.
- **BUG-F:** Larry Barnhill stated that the group met and discussed the GASB requirements and year end closing schedules.
- **BUG-H:** Glenna reported work is continuing on the EPAFs. Several EPAF categories are going to be retested. They couldn't test due to insufficient privs on the password screen. Training for EPAF process was approved and will be scheduled soon. The payroll processing is continuing. Jim sent out the request for the community to enroll in the HR view priv security class. To date we only have 22 individuals that have enrolled. The HR office has decided to do some personal advertisement and "pull" people into the process.
- **BUG-S:** Myke reported that (please see BUG-S minutes at: <http://www.marshall.edu/banner/STUDENTBANNERUSERSGROUP.HTML>)
- **BUG-R:** No Report

OLD BUSINESS

- **BOC Policies and Procedures:** Terri sent these on to the ITC for review/approval.
- **Name/Address (General Person) Ownership:** Sharon reported that she met with the Registrar and Admissions office and are working on modifying the common name/address change form.
- **Duplicate PIDM/SSN records:** Clean up process is still underway.

- **Training Issues:** The group reviewed the draft document that Terri prepared and made several modifications. Terri will be sending them to the group for review.
- **Banner 5.x point release upgrade schedule:** Larry reported that release 5.2 coming out in June will contain the GASB solution. However, he does not believe that this will be a July1 critical issue...therefore we won't need v5 in place prior to July 1. Doc CD

NEW BUSINESS

- **Oracle 8 upgrade** – The upgrade to Oracle 8.1.6 will take place on Memorial Day weekend. This upgrade requires an upgrade of OpenVMS to 7.2, VR to 4.1, SAS to 8.x, and conversion of old character-based forms (like the budget software Dee uses and the yard-sale software Purchasing uses). This upgrade will put any character based forms out of business – no work around available this time! The upgrade to OpenVMS occurred on Sunday March 11, 2001. The SAS upgrade will be schedule once the required version is released (SAS said February). The VR upgrade won't take place until after advance registration has completed.
- **Oracle Application Server Replacement** - The new server that houses the Oracle Application Server software (OAS) was implemented on March 11, 2001. Testing will continue to prepare for Summer Registration which begins on March 26th.
- **Web for Students: Class Roster** – The BUG-S requested approval for the development of a MILO Web for Faculty add-on process to produce a simple class roster. This would expedite the printing of class rosters by departments/faculty members and reduce the amount of paper and toner needed. The BOC approved the request.
- **Web for Students: Schedule of Courses Baseline Modification Request** – The BUG-S requested approval for a MILO Web for Students Baseline Software Modification Request. This request asked that the current SCT delivered software for the Web Schedule of Courses be modified to divide the document with Alphabetic links rather than having one huge document. Other modification requests are:
 1. Provide ability to select departmental course listings rather than scroll through entire list
 2. Provide ability to include Pre-Requisites, Co-Requisites, and course comments.
 3. Provide ability to indicate courses that are cancelled.
 4. Provide ability to run the schedule package nightly reflecting daily schedule changes.
 5. Change the appearance of the Schedule pages to be more user-friendly

Terri indicated that this request would require substantial modifications to the baseline software. However, the delivered version of the Schedule of Courses does not meet the Universities needs. Therefore, Terri recommended that the group approve this request, keeping in mind that due to the substantial modification efforts required, the modification to a future release may be delayed. After further discussion, Bob Walker made a motion to approve the request. Myke Watts seconded the motion. The BOC then voted unanimously to approve the request. Terri stated that she would pass the request on to the ITC for consideration/approval.

- **Election of BOC Chairman** – Terri reported that the BOC Chairman position was up for re-election in April. She asked for input with regard to nominations, etc. Those present voted to forgo the formal election process and appoint Terri as the Chairman for another term.
- **Change of monthly meeting time** – Larry asked if there would be any objections to changing the start time of the meeting from 1:00pm to 1:30pm. Hearing no objections, Terri stated that she would modify the meeting series via Outlook and book the conference room for the next calendar year.

The meeting was adjourned at 2:30pm.

- The next BOC meeting will be May 15, 2001 at 1:30pm in DL 426.
- SCT Summit Spring, 2002 in San Francisco.