

BANNER OVERSIGHT COMMITTEE

Minutes of Meeting August 15, 2000

- **Call to Order:** The meeting was called to order at 1:10 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	Mike 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	Kimberly Skeens	MURC	BUG-F non-voting member
Present	Terri Tomblin-Byrd	Computing Services	BUG-F non-voting member

- **Minutes:** One correction was made to the attendance and the minutes were then approved.

CORRESPONDENCE

- None

USER GROUP REPORTS

- **BUG-T:** Bob Walker stated that the Banner Technical Users Group talked about Programming tools. They had a demonstration of SQL*Programmer, and TOAD (an Oracle application development tool that is GUI based for those fluent with SQL*Plus).
- **BUG-F:** Larry Barnhill stated that the Banner Finance Group is currently reviewing the General Person data ownership matrix. Larry announced that Jan Fox would include the Finance area's policy on confidentiality in her draft. There were suggestions made for the use/creation of CBT's and video courses for the purpose of Banner Training. Bill Shondel suggested one-on-one training with regards to the Purchasing related functions. Larry said the group felt strongly about considering further the concept of mandatory training for navigation and finance areas, but felt we needed training sessions in place before proposing that it be mandatory. The group is currently working on updating the MU Finance User manuals and will try to complete the modifications soon. Larry reported that Fixed Assets module is progressing. The group is waiting for the HR testing to complete before the entry of July/August payrolls to the ledger can commence. The University's Financial Audit is underway. Also, the BUG-F minutes are now on the Banner website.
- **BUG-H:** Glenna Racer reported that the approved FY2000 budgets are still not in an approved state. Once they are in place, job entry will commence. The HR implementation committee is interested in moving the Finance & HR data from the production database to the Pre-Production database to enhance the testing process. Sharon reported that they believe they have a solution for entry of the year-to-date totals by bundling them into categories from the information they receive on the W-2 file from the State.
- **BUG-S:** Myke Watts reported that the group had no reservations regarding the update to Veteran codes that would occur with the next Banner point release upgrade. Terri asked the other representative at the table if they had received her email regarding this. After a brief discussion,

- Terri Tomblin-Byrd asked that any objections be sent to her ASAP. Myke reported that there had been some discussion with the data standard concerns with regards to phone numbers in Banner. The data currently has unexpected dashes in the phone number column. He went on to say that he currently has no proof, but has a strong feeling that it is coming from the entry of phone numbers via the MILO Web software. Myke stated that the MILO VR call transfer functionality is not working properly. After testing, he feels it has to do with the fact that the calls are now being transferred to an automated attendant. Brite suggested he contact our Telecommunications office for further investigation. Myke reported that the Oracle Ipayment and OAS software arrived yesterday. Computing Services will now begin to review the documentation in preparation for installation. Also, the Kiosk that was in the Parkersburg Mall is now located at the South Charleston campus and is being connected. Myke announced that the requested MILO Web documentation is now on the Banner website. The only module that currently has an implementation guide is MILO Web for Students. Myke McGuffey announced that the post merger graduate information is now in the MUFU database. There was a discussion about the AP addresses being changed by individuals outside the AP and Purchasing offices. Terri Tomblin-Byrd produced a list for user identification and certain individuals were contacted to correct the problem. It was reported that Religion codes are no longer being reported. Someone indicated that they thought Bob Dorado is using these codes. Terri stated that he should contact her with regards to this. Myke reported that the zipcode information had been updated in the database. Terri said she would discuss this further during new business. Myke stated that there had been some discussion concerning the review of the current structure for Summer Terms. Larry indicated that Finance has a stake in this process and would like to be kept informed of any proposed changes. Mike McGuffey suggested that Larry speak with Barry Becket concerning these budget issues since Barry serves on the Calendar Committee.
- **BUG-R:** Kim Skeens reported that the Research Corp is still on track and would like to discuss a mid-September Production Database creation. Terri suggested that she stay following the meeting to discuss this with her. Kim stated that Jennifer Woods chairs the BUG-R and that the minutes will be posted. Bill Shondel is included in the BUG-R. Kim went on to say that if all goes well, they would meet their goal for an October 1 Go-Live date.

OLD BUSINESS

- **Banner2000 v4.x:** no discussion
- **BOC Policies and Procedures:** no discussion
- **Confidentiality flag usage:** reminders to get this info from the BUGs and submit to this committee
- **Name/Address (General Person) Ownership:** No discussion
- **Duplicate PIDM/SSN records:** 11 employees previously identified with ID problems appear to be cleaned up at this time. Terri gave Glenna another report of employees that still have a mismatch between the ID and the SSN. Glenna said she would take care of them. Terri reported that she also had a report from Barbara Smentkowski and a report she wrote that she will be working on first in order to clean up the duplicate person records that were generated from the Vendor creation process. Once this was completed, Terri stated that work would begin on the other duplicate person populations.
- **Training Concerns:** After discussion, the committee decided it would be best to outline exactly what training each area is interested in. Then the committee could categorize it and then make recommendations for each category. That way, it would be easier to identify which categories might be best suited for training such as CBT's and which categories may need a different platform of delivery

NEW BUSINESS

- **Banner 4.x point release upgrade schedule:** Terri stated that the 4.x point release upgrades for each module would need to be performed sometime between the end of schedule adjustment and October 1, 2000. She encouraged everyone to review the release guides on the Banner website if they hadn't done so already and to let her know if there were any weekend that would NOT be good for the upgrade to Production. Terri indicated that she would like to finalize the upgrade schedule soon and release it to the Banner Community.
- **Zipcode updates in Banner:** Terri reported that the GTVZIPC table in Banner had been updated with the information Mike McGuffey received. This update caused an unexpected problem. It was discovered that when a person's zipcode is entered on the form SPAIDEN/PPAIDEN/RPAIDEN/etc. and the city, state, and county codes are automatically filled in from GTVZIPC then the county code would not validate properly since the new FIPS codes for the county didn't exist in the STVCNTY table. Since it is pulling the county code from one table and validating against a different table, the error was alleviated by copying the FIPS county codes from GTVZIPC into STVCNTY for only the following states: WV, OH, and KY. Therefore, most counties will be resolved. However it should be noted that since only 3 state's county codes were entered into STVCNTY, users will still get an error on some county codes. If this happens, the user can just blank out the county code and commit the address record.

The meeting was adjourned at 2:45pm.

- The next BOC meeting will be September 17, 2000 at 1:00pm in DL 426.
- SCT Summit April 7-11, 2001 in Toronto.