

**BANNER OVERSIGHT COMMITTEE**  
Minutes of Meeting December 18, 2001

**Call to Order:** The meeting was called to order at 1:45 p.m. in dl 426.

- **Members 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
	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
	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:** Michael moved that we post-poned the approval of the minutes until the next meeting. Larry 2<sup>nd</sup>. The motion passed unanimously.

**CORRESPONDENCE**

- None

**USER GROUP REPORTS**

- **BUG-T:** Bob reported that the group didn't really have anything to share with us today. The group is still actively working on some presentations and installing FormsFusion in Preprod.
- **BUG-F:** Larry reported that the group did not meet in November but that they did submit their nominees for BUG-L. He also reported that the November reports went out.
- **BUG-H:** Sharon reported that the December 16<sup>th</sup> payroll is interfacing as we speak. Yeah!!!!!!!!!! Yippee!!!!!!!!!!
- **BUG-S:** Bob Collier reported that the duplicate person entries were beginning to be a real problem. Scott Hoppe discussed the issue that EAS people do not have access to myMU since they are not in Banner as registered students. Pat Gebhart reported that the Admissions office will be loading many records for the Recruiting module. Terri added that more records will be added as time goes on and most likely, all individuals that interface with the University will have a general person record in Banner. There was a discussion concerning the expiration of SC addresses at the end of each year or semester and the BUG-S will let us know when a decision has been made. Myke reported that the international student office needs help identifying the international address for their students.
- **BUG-R:** No report.

**OLD BUSINESS**

- **BOC Policies and Procedures:** No discussion.
- **Name/Address (General Person) Ownership-**

1. **Common Name/Address Change form** – Sharon reported that she believes it is sitting in the Registrar's area for review but will check on it.
- **Duplicate PIDM/SSN records:** No discussion.
  - **Training Issues/BUG-L:** Terri reported that she received the nominees from the Finance group for the BUG-L. Pat Gebhart designed and delivered a training certification form for Person Entry.
  - **Banner 5.x point release upgrade schedule:** Upgrade will begin Friday December 28<sup>th</sup> at approximately 9pm. You should expect the database to be unavailable Saturday and Sunday. Provided there are no problems, the main database should be available on New Years Eve. The Web for, and VR products will most likely be down on New Years Eve. Terri will be sending out the email .....
  - **Campus Pipeline (myMU)** – Terri reported that the first phase of the calendar is in place. Phase two, which is the course calendars, will be put into place over Christmas break. The WebCT integration software has been installed and tested in Preprod. All looks good so far, and is on schedule for the January 7<sup>th</sup> implementation.
  - **Firewall Implementation** – No update.
  - **E~Print** – Terri reported that the group did not meet - will try again after Christmas break.

#### **NEW BUSINESS**

- **Generated Ids** - There was a lengthy discussion concerning the use of generated Ids. The admissions office is entering many people records with generated Ids. In addition, they will most likely be entering people information for kindergarten students to begin the recruiting process early in the persons educational career. Currently WebCT users that are non-matriculating participants are being created in Banner as people. Terri predicts that in the future, anyone with an affiliation to the university will become a person in Banner. Therefore, she suggested that all committee members begin to give serious thought to the growing need for individuals/groups to create people records in Banner and the impact this could have. Hopefully the committee will plan for the future and develop acceptable procedures prior to being forced to accommodate individuals/groups.
- **Web Enabled Banner** - Terri reported that Web Enabled Banner has been placed on her project calendar with an implementation date of February 1, 2001.
- **Non-Banner people with Banner accounts** - The group discussed how to handle those individuals that are employed via MURC funds and are providing services to MU but are not traditional MU employees (not in Banner HR). For the most recent event, Finance access could not be granted since the employee was not a person in Banner. The group felt that since the person was providing a service to the university in the role most closely related to that of an employee...that the HR office would be the most appropriate point of entry and should create the person record.

#### **The meeting was adjourned at 3:25pm.**

- The next BOC meeting will be January 15th, 2002 at 1:30pm in DL 426.
- SCT Summit Spring, 2002 in Anaheim.