

**BANNER OVERSIGHT COMMITTEE**  
Minutes of Meeting January 15, 2002

**Call to Order:** The meeting was called to order at 1:43 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
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:** December's minutes were handed out during the meeting for review. A correction was made to the location of the SCT conference and to the wording under the New business item: Non-banner people with Banner accounts. Terri asked the group to please review November's minutes before the next meeting so that they can be approved.

**CORRESPONDENCE**

- None

**USER GROUP REPORTS**

- **BUG-T:** Bob reported that the group did not meet and have no report.
- **BUG-F:** Larry reported that the group did not meet in December but stated that that December reports went out.
- **BUG-H:** Glenna reported that they were running concurrent payrolls. She stated that they would be tackling the conversion of leave to the Banner leave system soon. They haven't had much EPAF traffic but that's probably a good thing due to the report problems they were having. They think the report problem seems to be worked out at this point. Larry asked if it were true that only certain personal actions were available for EPAF processing. Glenna stated that this was true. Glenna reported that they have done two demo sessions in December and have another EPAF demo coming up in the near future. She has discovered that some users that went through the demo seem to need a little more navigation training since the EPAF recipe sheet doesn't include navigational steps and the users weren't very fluent.
- **BUG-S:** Michael reported that the group discussed the international students again and that Scott Hoppe was instructed to contact both HR and Payroll concerning the issues of I9 on SPAINTL and international address types. There was a discussion on the issue of how we don't expire student addresses in general but no decisions were made. There was a discussion on the fact that the information in STVNATN is out of date.
- **BUG-R:** No report. Larry recommended that Terri send an email to Perry and ask if there are any changes he would like to make with regard to the BUG-R and its representation.

## OLD BUSINESS

- **BOC Policies and Procedures:** No discussion.
- **Name/Address (General Person) Ownership-**
  1. **Common Name/Address Change form** – Sharon reported that she has the form and will be sending it back to the Student group once again but is hopeful that this will be the last time.
- **Duplicate PIDM/SSN records:** There was a group formed to begin to deal with process of cleaning this up. Glenna reported that Bob Collier was going to draft a new procedure for the clean-up process and the group will review and finalize.
- **Training Issues/BUG-L:** Terri indicated that as soon as she receives the nominees from the BUG-S she will coordinate a kick-off meeting to get that group going.
- **Banner 5.x upgrade:** Selah reported that her area has experienced a slowdown on several of their JV forms. She has recently sent a few examples via the Banner Problem report form. Sharon reported that they are having an intermittent problem on the NBAJOBS form with navigation. Terri asked her to have someone send it in via the problem report form. Sharon has heard complaints that it is slower in general. Bob suggested that since the upgrade we have been in a heavy registration period and maybe it will improve following the term startup. Larry hasn't had any complaints from his area...and the BUG-S reported no slowdowns. Terri is still trying to figure out what went wrong with the emails. She has verified that each user that has reported non-receipt was actually in the address.
- **Campus Pipeline (myMU):** Terri reported that the 2nd phase of the calendar is in place. The WebCT integration software is in production.
- **Firewall Implementation:** No update.
- **E~Print:** Terri reported that the group did not meet - will try again.

## NEW BUSINESS

- **International Student:** It was reported that a group met to discuss the use of the I-9 on SPAINTL/PPAINTL and the need for preservation of the International students home country address. It was agreed that the international student office could remove the I-9 code from the INTL form and record the student's appropriate visa type. It was also agreed that it was OK to modify the student's PR address to reflect their "permanent" mailing address in this country. Sharon verified that they preserve the international student's home country address in a separate database. However, the home country address should be preserved in Banner as an inactive PR address.
- **STVNATN:** The data is out of date and needs to be refreshed. The BUG-S wants the BOC to review whether to continue with the schema of using numbers as the code or switch to the State Departments two-character country codes. The group feels that moving to the State Departments code system would be best. Michael suggested that we move the existing code to an unused column on STVNATN and then replace all existing codes with the new codes in any database records that store the nation code. Terri will have Jim check the database to see what impact this will have.
- **Year-end Closing:** Larry wants to get this item on the agenda to properly prepare for reserving the system for the close process.
- **MUINFO patches:** MUINFO will be unavailable on Monday, January 21st for some needed OS patches.

**The meeting was adjourned at 3:05 pm.**

- The next BOC meeting will be February 19, 2002 at 1:30pm in DL 426.
- SCT Summit Spring, 2002 in Anaheim, CA.