

**BANNER OVERSIGHT COMMITTEE**  
Minutes of Meeting on January 21, 2003

**Call to Order:** The meeting was called to order at 1:35 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
	Michael McGuffey	Institutional Research	BUG-S non-voting member
Present	Glenna Racer	HR	BUG-H voting member
	Kelley Smith	Accounts Payable	BUG-F non-voting member
Present	David Daniel	HR	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-T non-voting member
	Bill Shondel	Purchasing	BUG-L voting member
	Carol Kolski	Bursar	BUG-L non-voting member
	Judy Blevins	HR	BUG-L non-voting member

- **Minutes:**

**CORRESPONDENCE**

- None

**USER GROUP REPORTS**

- **BUG-T:** No report.
- **BUG-F:** No report.
- **BUG-H:** Sharon reported that they are working on the December 16<sup>th</sup> payroll. Terri asked about the reported problem with PHPCALC. Sharon summarized for the group stating that the hours were entered and the disposition went to 40 as expected. However, the dollar amounts did not calculate for the 2<sup>nd</sup> half of the population (or alphabet). She stated that the 1<sup>st</sup> half was entered in the morning and the 2<sup>nd</sup> half in the afternoon. Terri reported that she could not find an electronic process that could roll the disposition back to 20 for them. Therefore, they would need to continue the manual process to move those problem cases back to disposition20. Terri indicated that she believes the problem was somehow tied to the strange shutdown that occurred on MUIINFO last week. Sharon reported that the 1<sup>st</sup> version of the EPICS/Banner interface data has been reviewed. Sharon gave Bob the requirements for the last screen of information needed. Once this screen is completed, we can test the interface. We have not been assigned a date as yet to begin testing our interface with the Auditor's office. We are still waiting to hear from them.
- **BUG-S:** Myke reported that the group discussed the upcoming OAS upgrade process. They also discussed the Bursar Office's concerns with the potential issue related to the new fee assessment process include in Banner v.6
- **BUG-R:** No report.

- **BUG-L:** No report.

## OLD BUSINESS

- **BOC Policies and Procedures:** No discussion.
- **Duplicate PIDM/SSN records:** Terri reported that she had sent copies of the new printout that can be used to identify duplicate pidms to Bob Collier. Bob agreed to bring that group back together to discuss this issue, review the newest report, and hopefully prepare a recommendation on a maintenance process.
- **myMU** – Terri reported that the calendar portion of myMU did not survive the SAN crash and that it would have to be restored from a backup. Terri hoped that it would be ready within the next few days and that no loss of data would occur. She did warn the group that it might be possible that we can't restore and would have to rebuild from scratch. This of course would cause a loss of all historic calendar information. She said she would keep the group posted. Bob Walker asked if anyone had worked with the Smart events. He explained that the Bursar's office was interested in communicating information to students that still owed the university money. Terri indicated that SCT still only had one or two smart events developed and have not come through with all the others they promised. Terri went on to explain another option that was available and is called "group maker". Terri has used this on a few occasions to target personal announcements to a population of students. Basically, a population selection is created in Banner. Then a process is run via JobSub to extract the population into an xml file. The xml file is then imported into myMU. A targeted announcement is then created and directed to that "group"/popsel. The nice thing about the "group" is that you can expire the "group" indicator from a person's record in myMU as well as expire the announcement. Therefore, Bob could write a popsel to find those individuals that owe money, extract them, and then get them loaded into myMU. Bob said he would give this information to the Bursar's office for review.
- **E~Print/FormFusion**– Bob reported that we are still working with Evisions on the email problem and our newest access problem. Terri asked Bob if he knew what it would take to get the ability to send encrypted and password protected email messages from the FormFusion software. The reason is that the registrar's office notified Terri that they would like to not send out grade mailers in December 2003. Therefore, Terri was investigating other technologies that could be used to hopefully keep the hits in MILO at a reasonable level during the grading period. Bob said that it was an add-on but didn't believe it to be very expensive. He said he would get more information about it a demo and a cost estimate from Evisions.
- **Replacing VR system** – no report
- **Information Security Policy** –The group reviewed the ITC's draft of the MU Interim Information Security Policy. The group had two questions/concerns and one recommendation:
  - for item 3.4.3 All employees must receive an appropriate background check.
    - The BOC would like to know the who will do it / how will it be done / when will it be done / how will it be recorded
  - for item 3.4.5 All vendors and contractors must sign and abide by a contract/confidentiality statement ...
    - The BOC would like to know if this means that ALL vendors must sign a confidentiality statement or just that that are privy to MU Information. If just those that are privy to MU Information, is there going to be a differentiation between MU Information and perhaps "Sensitive MU Information"? For example, will we be requiring a vendor that supplies copy/fax paper to sign a confidentiality statement?
  - for item 6.11. Information Owner
    - The BOC would like to change the definition to "the person(s) ultimately responsible for the collection, maintenance, distribution, and integrity of data associated with a major information component or module"

- **Addition of MU form GWATPAC and MILO web app for Remote Authentication Process** – Terri provided printouts of the current form and web pages. In addition, she provided the group with the tasks necessary to incorporate this “add-on” into the Banner world, and the possible repercussion of using the legal name column for the value for “mother’s first name”. (these can be reviewed at <http://www.marshall.edu/banner/remote%20authentication.doc>). Terri went on to explain the purpose of the add-on, which is to provide a mechanism that the UCS Helpdesk technicians can use to authenticate clients that cannot appear in person and present a valid ID. For example, distance education students that are 100% on-line learners, or adjunct faculty teaching at a remote site many miles away. A modification request was made to change “Mother’s Maiden Name” to “Mother’s First Name”. The group agreed to the request. Following a lengthy discussion, Larry Barnhill made a motion that the BOC approve the addition of this form and web app. Glenna Racer seconded the motion. No further discussion was requested and the motion passed without opposition.
- **e-Voter application** – Terri reported that the PO had been returned to us. It has now gone back to the University of South Florida to be processed. Terri will give another update once she receives the software.
- **Banner 5.x September release** – Terri asked the group if they had any questions/concerns/or errors to report concerning the recent upgrade of the Production database to the September release. Everyone said things seemed to be fine at this point.

#### **NEW BUSINESS**

- **New International Information Forms/Tables**, etc. and it’s effect on Visa and I9 processing. – Terri told the group that she would be convening a committee to look at the new GOAINTL form and its impact on the community. She stressed the importance of resolving the issues and properly implementing the new form.
- **MUINFO problems last week** – Terri discussed the mysterious shutdown that occurred on MUINFO last Wednesday afternoon. After the machine shut itself down, several problem reports came in from various departments on campus. In addition, several programs were taking much longer to run than normal or not completing properly (phpcalc was one of them). The Systems group re-booted the machine over the weekend and ran some diagnostics. Nothing was found that would attribute to the shutdown. Therefore, a Compaq rep will need to visit our site and run some further tests. Terri said she would let the group know if it will require any downtime. Since the re-boot, things seem to have returned to normal. Terri asked everyone to report any issues too her if they were still having problems with performance – particularly in the Payroll area.

**The meeting was adjourned at 4:00 pm.**

- The next BOC meeting will be February 18, 2003 at 1:30pm in DL 426.
- SCT Summit Spring, 2003 in New Orleans, LA.