

## BANNER OVERSIGHT COMMITTEE

Minutes of Meeting June 20, 2000

- **Call to Order:** The meeting was called to order at 1:10 p.m. in dl 426.
- **Members 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
	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	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 discussed Reporting Tools and are currently reviewing Crystal Reports/Info and Oracle Reports. The requirements identified so far are 1) ease of end users running pre-defined reports 2) the ability to distribute reports electronically – email, web, etc.
- **BUG-F:** Larry Barnhill stated that the Banner Finance Group was working on the year end closing process and are making progress. They still have some outstanding Production Irritant problems with Banner version 4 but nothing Production Critical. He announced that MURC will be getting their own instance of a Banner database to house their financial information. Kim Skeens went on to add that it had been mandated that all reporting beginning July 1, 2000 for the Research Corp would be done from data stored within Banner. She stated that a meeting will take place next week to define the implementation schedule. Kim also broached the subject of her continued involvement as a BUG-F rep and the necessity for the Research Corp to continue to have a voice at the BOC. After several minutes of discussion, it was agreed that the Research Corp should develop their own Banner User Group (BUG-R) and have a vote on the BOC. Likewise, Research Corp staff members will continue to contribute to the committees within the BUG-F and they will also include members from the BUG-F in their own BUG-R committees.
- **BUG-H:** Glenna Racer reported that the employee's Job information is the most accurate it has ever been and is being updated on a daily basis within Banner. The July 1 Job appointments will be entered manually once the new fiscal year budgets and deductions are entered by the budget office and the payroll office, respectively. Deirdre Carrico updated the group on the budget status. The FY 2000 budgets have been rolled to FY 2001. These budgets are currently being verified via orgn and distribution parameters and will be updated to reflect FY2001 budget changes. This process will be completed sometime next week. Glenna went on to indicate that they would be ready near the end of July for a payroll run. They plan on running parallel payrolls during August and September and going live on the scheduled go-live date of October 1, 2000.

Terri asked Sharon how the deduction updates were going and if the scripts she gave Bindu were helping alleviate the difficulties. Sharon Rutherford indicated that she was still using the Banner form to do the updates and wasn't progressing at the pace needed to complete the process within the current project timeline. There was some discussion on the best method to use at this time for the inserts/updates and Terri L. Tomblin-Byrd and Bob Walker agreed to get together and produce another script to aid Sharon with the data entry process. Sharon went on to indicate that the Payroll Reconciliation process was progressing well.

- **BUG-S:** Myke Watts reported that the group had elected Nadine Hamrick as the 1<sup>st</sup> Alternate and Michael McGuffey as the 2<sup>nd</sup> Alternate for BOC voting purposes. Other highlights of the BUG-S meeting were the update on MILO VR behaving quite well since the update, Oracle I-Payment being purchased for e-commerce capabilities, and VR vendors still being reviewed for a possible replacement. Terri Tomblin-Byrd wanted to reiterate to this group the discussion the BUG-S had on Banner Client's desktop configurations. Terri stated that while Banner is officially supported on a desktop with 32 Meg of memory, that Banner would be the only thing running and even then would be slower than most users would be willing to deal with. Terri went on to say that if users could at least get to 64 Meg of memory that the current version would perform better but that it is recommended to have the University minimum memory requirements for a networked PC (128Meg).

## OLD BUSINESS

- **Banner2000 v4.x:** The group indicated that all in all the upgrade went well.
- **BOC Policies and Procedures:** BOC members were reminded to review the Policies and Procedures in order to clarify any wording that may be confusing or make any future recommendations.
- **Confidentiality flag usage:** The group discussed this issue again and a few items of concern were reiterated. Terri Tomblin-Byrd asked the members to take the issue back to their BUG and discuss the meaning of the Confidentiality flag and its use within their modules. Look specifically in the areas of information sharing internally and the techniques that should be used for data retrieval and report generation.
- **Name/Address (General Person) Ownership:** After a lengthy discussion it was determined that the best course of action to preserve the integrity of the General Person data was for each BUG to identify any gray areas they have with the current policy and procedures of GP data ownership. These gray areas will then be brought to the BOC for discussion and modification of current policy, to incorporate any changes or clarification needed due to the integration of HR and Vendor information within Banner. Once the policy changes needed are in place and approved, the group of individuals with the authority to enter or update GP data will be brought together to review the policies and procedures and receive any additional training that might be needed.

## NEW BUSINESS

- **Duplicate PIDM/SSN records:** Terri L. Tomblin-Byrd explained the recent discovery of two types of duplication in the general person record area. The first scenario involves has the same SSN appear in the SPBPERS table under two separate PIDMs. The second scenario involves having people entered into the system under to separate PIDMs (and hence two separate Banner Ids). To compound the issue it was also discovered that we have instances where the Banner Id (typically the SSN) stored in the table SPRIDEN is not the same as the official SSN that is stored in the table SPBPERS for the same PIDM (or person). Terri went on to say that this was just discovered and that it was too soon to give a detailed report on the number of occurrences and the effort that will be required to clean this up. It was suggested by Terri that for the purpose of completing the Payroll reconciliation process, that we filter the data to just those individuals that have an employee record and work through that population's problems first and that the HR office would be given a listing to use to retrieve the appropriate documentation for SSN validation.

Terri said that she would keep each group affected informed of the progress and define any work that each group would need to perform in order to assist with the cleanup process.

- **Training Concerns:** Larry Barnhill conveyed his concerns over the current training issues on this campus with regards to Banner. There was a discussion about requiring training and certification prior to a user being given the privileges within Banner to perform a certain function. Terri indicated that there are several universities that follow this plan of action, but in most cases, have their own training unit with dedicated staff. A university our size would probably require two full-time trainers to accomplish Banner training and much needed Banner refresher courses and perhaps provide training for other uses of MU's current and future technologies. Terri went on to say that this is something she would love to see happen but didn't know where the funding for such a project would come from. The recent increase in the number of person record duplications and the frequency of documents hanging the posting process is definitely an indication that on going training is something from which MU would benefit greatly.

**The meeting was adjourned at 2:45pm.**

- The next BOC meeting will be July 18, 2000 at 1:00pm in DL 426.
- SCT Summit April 7-11, 2001 in Toronto.