

**BANNER OVERSIGHT COMMITTEE**  
Minutes of Meeting May 21, 2002

**Call to Order:** The meeting was called to order at 1:39 p.m. in dl 426.

- **Members Present**

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
	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-F non-voting member

- **Minutes:** The minutes for both the March and April meeting were approved.

**CORRESPONDENCE**

- None

**USER GROUP REPORTS**

- **BUG-T:** Michael reported that the group discussed the approval to build a Data Mart
- **BUG-F:** Larry reported that the group did not meet.
- **BUG-H:** Glenna reported that they have elected new BOC representatives. They have begun working on the interface between Banner and EPICS. Due to the impending interface the group has decided to not use EPAFS until the interface is in place. Working on the Leave Liability Report with Computing Services.
- **BUG-S:** Terri mentioned that several of the BUG-S discussion topics will be discussed later in the BOC meeting and that no major events occurred at the BUG-S level.
- **BUG-R:** No report.

**OLD BUSINESS**

- **BOC Policies and Procedures:** No discussion.
- **Name/Address (General Person) Ownership-**
  1. **Common Name/Address Change form** – Terri reported that all BUGs approved both the form and procedures. However, there was still some confusion on the “home” for the electronic version of the form. Glenna reported that a copy could be stored on the HR website. The group discussed other locations that would be appropriate. Final locations chosen where MILO web via a menu link, HR services link, and a link on the Banner Request Forms page of the Banner website. With the location settled, the committee gave the official approval for the use of the form.
- **Duplicate PIDM/SSN records:** Glenna presented the current worksheet designed for resolving multiple pidm/id issues. The group reviewed the form and discussed the necessity for having the employee check box under the Finance column. It was recommended that it be removed.

Michael McGuffey asked that he be given an FYI copy of the form at the completion of the pidm/ID resolution so that he could clean up his data files. Larry asked about how a person with an AP address type would get sent to Purchasing. It was verified that Purchasing was on the routing if a vendor record existed. Glenna made a motion that the worksheet and routing procedures be approved. Larry 2<sup>nd</sup> the motion. The motion carried unanimously. Glenna made a motion that the duplicate pidm/ID clean-up recommendation be adopted. Cheri 2<sup>nd</sup> the motion. The motion carried unanimously.

- **Training Issues/BUG-L:** still waiting for a few more from bug-s.
- **Campus Pipeline (myMU)** – Still working on ID conversion utility.
- **Firewall Implementation** – The IP number change for the OAS and VR boxes are scheduled to take place on Memorial Day Weekend. Therefore, MILO Web and VR as well as Admin Services within myMU will be unavailable during that time.
- **E~Print/FormFusion**– Product has been purchased. We still need to do testing in Preprod.
- **Year end closing** – no discussion
- **Replacing VR system** – no report
- **Generated ID conversion procedure** – The BOC reviewed the procedure that Enrollment Mgt. Presented to the BUG-S. The committee recommended that the last 2 paragraphs be replaced with “follow the current duplicate pidm/ID cleanup procedure”.
- **STVNATN** – Pat is working on updating STVNATN and the ISO code validation table.
- **HB 2374** – Michael reported that a committee met and discussed the issue related to the bill that restricts the use of the SSN as it relates to Student information presented to faculty or the public. Michael has asked the central office for clarification on the true intention of the bill. It appears that the intent was to keep the SSN from being made public. Once he gets the final verdict, we will make any changes necessary. It looks like it will not be an extensive as we had first thought.
- **Information Security Policy** – The committee reviewed the documents Terri sent as examples of Information Security Policy from other institutions. The committee members made several recommendations for modifications to the security policy from Duke. Terri said that she would make the recommended changes and send the doc back to the group for additional mods.

#### **NEW BUSINESS**

- **April 5.x release** – Terri reported that the April release was being installed in the Test database and should soon be available for review. The release notes are available on the Banner Manuals webpage. Terri asked the group to review the notes and be thinking about possible Production upgrade dates to target.

**The meeting was adjourned at 3:30 pm.**

- The next BOC meeting will be June 18, 2002 at 1:30pm in DL 426.
- SCT Summit Spring, 2003 in New Orleans, LA.