

BANNER OVERSIGHT COMMITTEE
Minutes of Meeting November 20, 2001

Call to Order: The meeting was called to order at 1:40 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
	Sharon Rutherford	Payroll	BUG-H non-voting member
	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:** Minutes for September were distributed during the meeting, reviewed, corrected and approved.

CORRESPONDENCE

- None

USER GROUP REPORTS

- **BUG-T:** Bob reported that the group discussed FormFusion which makes certain Banner PrePrinted forms (like purchase orders) nicer by giving the users an easy application to use to re-format the standard Banner output. Forms Fusion is the next generation of the existing Evisions product we now use to re-format the Banner POs.
- **BUG-F:** Selah reported that the Fixed Asset module is having difficulties due to a misunderstanding with regard to the start date associated with an asset. One option mentioned was to delete the inventory and start over.
- **BUG-H:** Glenna reported that the payrolls are still running in arrears – Oct. 31 should be interfaced and reconciled next week, that training for EPAF procedures will begin next, training for HR related functions continue.
- **BUG-S:** Michael reported that the group had a long discussion over the purpose of the BUG-L. Also, the registration function has been decentralized and now incorporates several academic offices. The registrar’s office is interested in supplying these individuals with a schedule print process similar to the one Bob Walker’s department developed for them.
- **BUG-R:** Terri reported that MURC moved to the Coal Exchange Building and now have their own forms server.

OLD BUSINESS

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

1. **Common Name/Address Change form** – Glenna reported that another version of the form has once again been presented to the student group for review.
- **Duplicate PIDM/SSN records:** Terri reported she found an old report that Jim wrote. It will need to be modified to suit our needs. She also reported that she has not reviewed the archived minutes to find the existing procedures.
 - **Training Issues/BUG-L:** Glenna has concerns on enforcing the policies we have in place. Glenna suggested we follow-up on the Continuing Ed idea and contact Larry Kyle. Terri will draft an email to Larry. Terri reported that she received the nominees from the HR group for the BUG-L.
 - **Banner 5.x point release upgrade schedule:** Upgrade will begin Friday December 28th 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 reminded everyone to test, and review the documentation on the web. The deadline for the testing and submission of the approval forms is Friday, December 14th.
 - **Campus Pipeline (myMU)** – Terri reported that the calendar integration will take place in two phases. The first phase will be implemented on Sunday November 25th during the maintenance window. This phase will provide basic personal calendars. Phase two (which will be implemented over Christmas Break) will provide individual course calendars. Terri indicated that the WebCT integration was on schedule and would be in production on January 7th.
 - **Firewall Implementation** – Terri reported that MUIINFO and MUNTFORMS are now behind the firewall. The OAS and VRU boxes will be done at a later time.
 - **E~Print** – Terri did not bring that group together. She stated that she would try to get that group together prior to the Christmas break...but wasn't too optimistic.

NEW BUSINESS

- **EPICS ID's in Banner** – Bob reported that he took the report from the EPICs system and associated the EPICs ID with a Banner Pidm via an SSN match. The EPICs ID's were then entered into Banner PreProd and begin with the letter E. These Ids are designated such that they are a prior ID in the system. The names are stored in all CAPS and the middle initial is concatenated to the first name and placed in the first name column. Bob keeps these EPICs Ids up to date. No one manually enters these EPICs Ids. Bob has asked everyone to take a look at this in Preprod and he will load these into Prod when he gets the ok.
- **Request for WebCT Administrator to create people in Banner** – Bob moved that we allow the WebCt admin and their appointed backup person to enter general person records into Banner. Glenna seconded the motion. The motion passed.

The meeting was adjourned at 3:25pm.

- The next BOC meeting will be December 18th, 2001 at 1:30pm in DL 426.
- SCT Summit Spring, 2002 in Anaheim, CA.