

BANNER OVERSIGHT COMMITTEE
Minutes of Meeting September 19, 2000

- **Call to Order:** The meeting was called to order at 1:10 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
Present	Mike McGuffey	Institutional Research	BUG-S non-voting member
	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
Present	Kimberly Skeens	MURC	BUG-R 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 attended an information session hosted by Allen Taylor. Allen demonstrated available laptops that are currently on contract. The group did discuss toad and even though several were interested, the financing didn't appear. Gary Weis has determined a way to install ODBC drivers in a client server environment.
- **BUG-F:** Larry Barnhill stated that the Banner Finance Group is continuing to update users manual for current version of banner hoping that the forms won't change much with the 4.2 version.
- **BUG-H:** Sharon Rutherford reported that HR is continuing to enter lump sum positions and have about 50% completed. Fulltime positions and are almost finished. Perry and Sharon have been discussing what to do about the exceptions and are waiting on a response from Neal Gold about the SCT script for YTD totals. Sharon stated that she would like to meet with Terri to review the EPICS file for placement of figures into Banner.
- **BUG-S:** Myke Watts reported that the group had discussed the issue with - still being added to telephone numbers and whether the numbers should be dumped. We have no official policy regarding known bad address data/telephone. Tested web product, it dose allow (-). Need to report to SCT as defect. Michael McGuffey is writing a statement on Religion Codes to submit to BOC and UITC, before it is added to Policies and Procedures guide. The Deans have made a recommendation on summer terms and Terri asked Donna Spindel for a copy. The group also discussed a separate system maintained by Bob Walker that connects to Banner data. There were some questions raised about security issues and the policy against sharing user accounts/passwords with regard to this system. Therefore, Terri suggested alternative solutions to campus offices to produce student schedules. Another topic of discussion involved the question of who is to enter

data for incoming faculty members, especially birth date. No one knows exactly what the procedure is now. Donna Spindel reported that she is gathering info from Dean's offices. It was agreed that we need a standard procedure soon.

- **BUG-R:** Kim Skeens reported that the Research Corp is still making progress. They are writing checks in Banner first and then re-writing them in Quicken. When check stock arrives, they will print checks from Banner. The group has about 2/3 more data entry for July and August to catch up on. Assuming Computing Services gets the database work done, they will make their Oct. 1 deadline. Payroll is only a journal entry for them. Having trouble with the invoice defect. Kim asked that her PROD account for MU's Banner be removed.

OLD BUSINESS

- **Banner2000 v4.x:** Terri reported that the tentative date for upgrade to Prod is Sept 23, but may be moved to Sept 30. She is waiting to see how Jim's health progresses.
- **BOC Policies and Procedures:** Larry reported that has begun routing existing policies & procedures through the finance group and will forward any recommendations to the BOC.
- **Confidentiality flag usage:** Terri handed out responses that had been submitted thus far for the groups review.
- **Name/Address (General Person) Ownership:** Terri emphasized the need for a policy or procedure on the entry of general person data for faculty/staff. This will require a statement from the BUG-H group first so that the BOC can review it in conjunction with the current procedures in the Dean's offices.
- **Duplicate PIDM/SSN records:** Clean up process is still underway.
- **Training Concerns:** Terri handed out the training responses that had been submitted thus far for the groups review.

NEW BUSINESS

- Mid-West Banner Conference, Miami University Oct 19,20 – if anyone is interested in attending perhaps a carpool would be in order?
- Summit - Call for Presentations Deadline 9/30/00 – Terri reminded everyone of the deadline in case they wanted to do a presentation this year.
- WVNET Policy Board Shared Systems Forum – Terri announced that she would be serving on this committee and asked if anyone had any issues for her to take to the committee. Sharon asked that the interface to EPICS issue be discussed at that forum.
- Discussion about "bad data" deletion- There was some concern among the group with regards to liability. Perhaps MU should notify the student of the existence of bad data instead of just deleting it. Larry Barnhill asked how we would define bad data. Good question! Also, the group pondered whether the cleanup effort would be worth the benefit. A recommendation was made to investigate the use of MailersPlus software from the post office. Kim stated that this software has the ability to clean up addresses. Pricing varies depending on the level of scrubbing that is required.

The meeting was adjourned at 2:45pm.

- The next BOC meeting will be October 17, 2000 at 1:00pm in DL 426.
- SCT Summit April 7-11, 2001 in Toronto.