BANNER Tech Users Group Meeting

M I N U T E S
03-14-00

- Call to Order
  The regular meeting of the BANNER Technical Users Group was called to order at 2:15 p.m. in the Drinko Library Conference Room 439. The meeting was attended by

  Ms. Terri Byrd, Computing Services
  Ms. Pat Gebhart, Enrollment Management/Computing Services
  Ms. Cheri Musgrave, Financial Aid
  Mr. Myke Watts, Computing Services
  Mr. Mike McGuffey, Institutional Research
  Mr. Bob Dorado, Alumni Development
  Ms. Debra Elliotte, Alumni Development
  Mr. Bob Walker, Finance

- Minutes
  There were no minutes from the previous meeting.

- Correspondence – No Correspondence

- Committee reports – No Subcommittee Reports

- SCT Summit – SCT Summit will be in San Francisco, California March 19th – 22nd, 2000.

- Old Business – No Old Business

- New Business –

  1. Current Structure of BANNER Users Groups – Bob Walker reviewed the Current structure of the BANNER Users Groups. The structure of the users groups is discussed in the **BANNER USERS' GROUP HISTORY, DEVELOPMENT, AND OVERSIGHT** document. A link to this document is located on the BANNER student Users Group page (http://www.marshall.edu/banner/STUDENTBANNERUSERSGROUP.HTML)

  2. Policies and Procedures – Bob Walker stated that the policies that are in place for the BUG-Student also applied to the BUG-T. Terri Byrd suggested that all members become familiar with these policies and procedures. A link to the BUG-S policies and procedures is located on the BANNER student Users Group page (http://www.marshall.edu/banner/STUDENTBANNERUSERSGROUP.HTML)

  3. BANNER Website – Terri Byrd asked if everyone knew about the Marshall BANNER website (http://www.marshall.edu/banner/). Terri reviewed some of the highlights of the website including the General Information, Banner Student Users Group, Functional Areas, and Manuals. Terri suggested that the BUG-T create their own area within this website. Pat Gebhart volunteered to look into this. Terri also suggested that the Alumni Development offices may want to look into using the Alumni/Development pages on the Marshall BANNER website.

  4. Reporting Tools / Data Marting – Bob Walker stated that there had been a great deal of discussion about the need for a solution that would allow end-users to create ad hoc reports across from the BANNER database. Terri stated that this group should develop criteria for evaluating different reporting tools and begin trying to find a tool (or set of tools) that would meet the needs of the university. Terri suggested that the BANNER-TECH-List be used as a

mechanism for discussing the tools and evaluation criteria. Terri Byrd stated that Oracle Reports was available for users who wanted to try using this reporting tool. Terri asked anyone interested in using Oracle Reports to contact her.

5. Current Projects – Mike McGuffey stated that he was currently working on getting the ZIP code table in BANNER populated with up-to-date information. Mike further stated that there had been a commitment to purchase a product from Mailers Software (http://www.800mail.com) that would allow him to update the BANNER ZIP code table.

    Terri Byrd stated that she was working on the upgrade to BANNER 4.x. Terri explained that the current upgrade plan was to upgrade the Test database with the "baseline" BANNER 4.x product, then upgrade Preproduction and add the local modifications, and finally to upgrade production. Terri stated that Test should be upgraded and available in April with the Preproduction upgrade following sometime after that. Terri announced that the current plan was to have BANNER 4.x installed in production on the weekend of Memorial Day (weekend of May 27th, 2000) barring any unforeseen circumstances.

    Deb Elliott stated that she had been working with an SCT consultant on population selection/letter generation for Alumni.

    Bob Walker stated that he had been working on the Finance and Human Resources implementations.

6. Leadership Structure of the BANNER Technical Group – Terri Byrd suggested that the BUG-T needed a formal leadership structure. Terri stated that the group would need to determine who would represent the BUG-T at the BANNER Executive (Oversite) Committee. Bob Walker suggested that this topic be tabled until next meeting.

7. Online Technical Resources – The group reviewed some online technical resources. A few of the resources mentioned include:
    Oracle Technology Network http://technet.oracle.com
    Oracle Tips, Tricks, and Scripts http://www.uaex.edu/srea/
    SCT BANNER Listserv http://lists.sctcorp.com/.

8. BANNER 4.x Upgrade – Terri Byrd stated that the upgrade to BANNER 4.x is currently planned for the weekend of May 27th.

9. Meeting Time – Bob Walker stated that the normal meeting time for the BUG-T would be the 2nd Tuesday of every month from 2:00pm until 4:30pm. Bob stated that he would try to reserve Drinko 439 for these meetings.

- Announcements
  - Next Users Group Meeting: April 11th, 2000 – Old Main 103
  - BANNER Training: See http://www.marshall.edu/banner/bannertraining.htm
  - SCT Users Group Meeting: March 2000, San Francisco, CA

- Adjournment – The meeting was adjourned at 4:15 p.m.