

## BANNER Tech Users Group Meeting

### MINUTES

04-11-00

- Call to Order  
The regular meeting of the BANNER Technical Users Group was called to order at 2:15 p.m. in Old Main Room 103. 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  
Mr. Bob Walker, Finance  
Mr. David Parry, Foundation  
Ms. K.C. Watson, Foundation
- Minutes  
The minutes from the previous meeting were distributed electronically. Hearing no objections, minutes were approved.
- Correspondence – No Correspondence
- Committee reports – No Subcommittee Reports
- SCT Summit – SCT Summit 2001 will be in Toronto, Canada, April 8<sup>th</sup> – 11<sup>th</sup>, 2001.
- Old Business –
  1. Current Structure of BANNER Users Groups – Bob Walker discussed the current structure of the BANNER Users Groups. Bob explained that there were currently 4 users groups: Student (BUG-S), Finance (BUG-F), Human Resources (BUG-H), and Technical (BUG-T). Bob further explained that there was an oversight committee that these users groups reported to, the BANNER Oversight Committee (BOC), which in turn reported to the University Information Technology Committee (UITC). Bob stated that the BOC was composed of one voting member from each BUG and up to two non-voting members.
  2. Policies and Procedures – Bob Walker asked if everyone had reviewed the Policies and Procedures that were posted on the web. Bob asked anyone who had not had a chance to review these policies and procedures to please do so. The URL for BANNER Users Groups Policies and Procedures is <http://www.marshall.edu/banner/BUG%20Policies%20and%20Procedures.pdf>
  3. BANNER Website – Bob Walker announced that the BANNER Users Group – Technical now had a website thanks to Pat Gebhart. The URL for this website is [http://www.marshall.edu/banner/BUG\\_T.HTML](http://www.marshall.edu/banner/BUG_T.HTML). Bob requested that everyone take a look at the site and provide feedback.
  4. Reporting Tools / Data Marting –Bob Walker stated that Reporting tools and Data Marting was still a “hot” topic around campus. Bob explained that during the last meeting it had been suggested that the technical users send an email of the evaluation criteria that he or she thought would be useful when evaluating tools for reporting and data marting. Bob stated that he had not seen any postings on this topic and urged everyone to try to contribute. The email address for the BANNER Technical list is [banner-tech-list@marshall.edu](mailto:banner-tech-list@marshall.edu).

There was some discussion about using ODBC (Open Database Connectivity) in Windows. Terri Byrd stated that it would probably be a good idea to start a subcommittee on ODBC since there are many people interested in using this to connect to the BANNER Database.

5. Leadership Structure of the BANNER Technical Group – Bob Walker stated that a formal leadership structure for the BUG-T needed to be established. Each department represented was allowed one vote per department. Therefore, the current voting departments are: Alumni, Computing Services, Enrollment Management, Finance, Financial Aid, Foundation, and Institutional Research. Other departments may petition the BUG-T for voting membership. Bob Walker was elected as Chairman of the group. Bob stated that he would also act as secretary at this time.
  6. Online Technical Resources – Bob Walker asked if anyone had any online technical resources that they currently used that they would like to share with the group. Pat Gebhart stated that she would add technical resource links to the BUG-T website.
  7. BANNER 4.x Upgrade – Terri Byrd stated that the BANNER 4.x upgrade was scheduled for Memorial Day weekend and would begin with the system going down for backup on the night of May 26<sup>th</sup>.
- New Business –
    1. Election of BOC Representatives – Cheri Musgrave was nominated and elected the BOC Representative from the BUG-T. Myke Watts was nominated and elected as a non-voting member from the BUG-T.
  - Announcements
    - Next Users Group Meeting: May 9th, 2000 – Drinko Library 439
    - BANNER Training: See <http://www.marshall.edu/banner/bannertraining.htm>
    - SCT Users Group Meeting: April 8-11, 2001, Toronto, Canada
  - Adjournment – The meeting was adjourned at 2:55 p.m.