



**FACT Meeting Notes
Monday, April 2, 2007
3 – 4 pm; CSS 302**

Present: Lisa Besemer, Vicky Deur, Pat Klarecki, Sara Dew, Melissa Dohnal, Kathy Fisher, Jo Gerst, Kim Graboskey, Denise Grinnell, Kim LaTendresse, Lori Henderson, Kris Rasmussen, Bruce Gilchrist, Craig Westman, Karen Thompson, and Adam Wetherell.

Absent: Bobbie Landreth, Dave Steffens, Rob Wagner

1. **Introduction of Academic Affairs Team Representative**, Pat Klarecki. Pat discussed the Academic Affairs Team and how they want to help establish a priority list of reports for the academic departments. This should help Kathy and Craig. This team will also work on other suggestions and ideas for improvement with Banner at a later date.
2. **Fact Charge modification** – as a whole the wording was approved. There was some discussion on how software that needed help from Technical Support but was not integrated will be handled. Most of the discussion surrounded the idea of “integrated system”. Denise stated that exceptions will be handled and this would be a starting point. Lisa Besemer thought Scott Thede should review the eSARF’s to check for integration.
3. **Cloning SAND regularly** – It was agreed to clone SAND from GOLD the last day of the month (same day as month-end). Discussions were held about getting the integrated system (ODS, Appworx, MyFSU) attached to SAND. This will happen over time.
4. **Finance and Payroll SSB enhancements** (See handout) – Kim LaTendresse shared a list of six items that the HR Team wanted to offer in SSB.
 - a. Three of the items (update W4, update direct deposit information, and update marital status) were items delivered with Employee SSB but were disabled in GOLD. HR is now ready to allow employees these update options.
 - b. Faculty has asked for the ability to review deferred pay on the payroll stub. This information is already on the Employee SSB and this needs to be communicated to the faculty. Changes to the payroll stub would entail changes to Evisions and the payroll stub itself. HR believes it is not cost effective at this time.
 - c. Kim also discussed the recommendation to stop printing Direct Deposit advices. Some concerns were raised about the labor unions options, lack of computer access for some employees, and lack of the personal touch available to managers who personally hand out paychecks. President Eisler has asked Payroll to wait because he is concerned about faculty views. There was no recommendation from FACT other than to move cautiously. It was noted that none of the HR recommended changes need to be approved by FACT as they are not baseline modifications.
 - d. One item that is not listed on the handout is adding the employee’s name and their SSN to the Self-Serve Banner. This would be a change to the delivered product; a copy would be made of the original and used. The FACT

recommends this copy and modification be made and will forward it to the Applications Steering Committee.

5. **Luminis IV Upgrade and future Banner upgrades** – Vicky Deur stated that she would like Luminis IV installed in PROD during Christmas break. A list of interdependencies was reviewed. FACT members would like to wait until after June 30 to install General 7.4.1, and Student 7.3.2 in a test instance. Most departments will not have a chance to test these releases until that time. Vicky stated that she could start working on installing and testing Luminis IV before July and work on the integration pieces in July. She also mentioned to Kris Rasmussen that she wanted to move to Oracle 10g.
6. **Mark Employees' Address & Phone Information as Confidential** – Craig Westman wanted everyone to remember to view the confidentiality flags when reporting. Lisa Besemer indicated that contracts with vendors for the printed directory have already taken place, therefore the 0708 directory will still be printed. Craig Westman will work with the appropriate administrators to implement a change for the following year.
7. **ODS Update** – SCT is working on the problem. Dave Steffens has given them the access they need. Kathy Fisher has run the SQL scripts to check the data; no issues were found that should be preventing the load.
8. **Student System** - Review has been completed by Sungard. All reviewed issues have been resolved.
9. **Accessing WebFOCUS reports** – Kathy Fisher reported that some reports needed by departments are complete but communication has been a problem. This will hopefully be addressed through a weekly newsletter from Pat Klarecki to the colleges. Kathy is concerned about users writing their own reports and getting false data. A recommendation was made to put a FERPA notice on the bottom of all reports. This same notice will be placed on the login page and on the Banner Channel.
10. **Updates from Karen** –
 - a. *Mainframe movement of data* – Karen Thompson reported the Lora Caputo has been hired to help with getting HR data off the mainframe. Karen will work with Kathy Fisher to review student data that needs to be captured. A statement of work needs to be completed for Lora. The data removed from the mainframe will only be accessible via reports. The mainframe will be shut down June 30, 2007.
 - b. *MyFSU Changes* – MyBANNER - all channels will be removed from this tab and replaced with a message to find the information on the MyWorkplace tab.

Submitted by Vicky Deur