

Banner Live!

FACT Meeting Notes Monday, September 24, 2007 11 am - Noon; CSS 101FF

Present: Syed Ali, Lisa Besemer, Vicky Deur, Melissa Dohnal, Don Flickinger, Jo Gerst, Kim Graboskey, Denise Grinnell, Lori Henderson, Bobbi Landreth, Kim LaTendresse, Kris Rasmussen, Dave Steffens, Karen Thompson, Rob Wagner

Absent: Sara Dew, Kathy Fisher, Bruce Gilchrist, Kristen Salomonson, Nancy Wencil

1. Review Banner Instances –

CON7: This database was used to create conversion scripts with SunGard's conversion tool. Kathy Fisher will be contacted about removing this database. No other individuals present at the meeting had any issues about removing this database. – Kathy Fisher gave approval for deleting this account.

DEV1: This database is currently not being used. It may return when additional disk space is available.

DEV2: This database is a copy of the GOLD database from October 31, 2006. It was used for Human Resources reporting. All relevant data from this database has been extracted and it may be removed.

DEV3: This database is being used to test the Finance Budget Rebuild Process (FGRBAVL). Access to this database will also be granted for Human Resources OSHA report development, and access may be granted in the future to Finance personnel for Grants development. Access to this database will be required for approximately six months without cloning.

DEV4: This database was being used in conjunction with the test Xtender system. The SAND database is now being used with the test Xtender system, so this database may be removed.

DEV5: According to Jo Gerst, this database is no longer needed and may be removed. (Just kidding!!!)

DEVA: This database is currently being used in conjunction with the test ODS system.

2. Cloning of SAND at Month-End – Dave will re-clone the SAND database the weekend of October 6-7.

3. Data Integrity for Addresses – Jo Gerst reported that address information is being entered into the Banner system which does not conform to the established standards. She intends to refer this issue to Kristen Salomonson. Suggestions regarding this issue included distributing reminders about the Standards Manual to the user community, establishing a refresher training course on standards, and creating audit reports that will identify address information that is not in compliance with standards along with the user who entered that information.

4. Notification to campus of deletion of SSN from the Alternate ID field – Rob Wagner reported that the Financial Aid Office no longer has concerns about deleting the Social Security number from the Alternate ID field. As such, on the evening of October 4, 2007, Dave Steffens will delete SPRIDEN records where the SPRIDEN ID matches the SPBPERS SSN. After that deletion is complete, the remaining SPRIDEN records with SSN IDs will be reviewed and updated or removed as deemed appropriate. Jo Gerst and Lori Henderson will work together on a University-wide notice to inform the University community of this change.

5. Change Management procedure updated – Denise requested comments about the Change Management Process document. A concern was voiced about the statement in the document which says that changes were not to be made "during the process of Fall or Spring semester class registration". It was suggested that this statement be modified to indicate that changes should not be made during the first two weeks of these registration periods.

6. SSN for International Students – Kim LaTendresse reported that Human Resources procedures had required that a student supply a Social Security number before they could be hired for an on-campus job. It was felt by the University’s Diversity Officer and Legal Counsel that this procedure could be discriminatory against international students. The procedure was being changed so that a student without a Social Security number could be hired as long as they provided paperwork proving that they had applied for a SSN, and that such students would be given a temporary SSN until they received a permanent one from the Social Security Administration. It was suggested that the temporary SSN be a “T” followed by the student’s campus-wide ID. These temporary SSNs will be monitored to make sure that they are replaced by permanent ones.

Updates:

7. WebFOCUS– We are waiting for IBI to respond to the ‘reports into production’ problem.

8. Xtender implementation – Admissions Jan 1st; Purchasing can test now.

Submitted by Dave Steffens