Ferris State University
Reporting Solutions Team
Meeting Notes January 15, 2009

Present: Charlotte Bongard, Melissa Dohnal, Kathy Fisher, Jerome Forbes, Bobbi Landreth,
Rick Manuszak, Steve Stellard, Nancy Wencl
Absent: Mitzi Day, Sam Fattore, Denise Grinnell, Kris Rasmussen

1. Charlotte Bongard was welcomed as a new member of the team. Charlotte will be representing the Finance office.

2. Steve noted that WebFocus version 7.6.8 was released. We will be upgrading to version 7.6.7 unless that are some necessary patches that were released with version 7.6.8. IBI has given us permission to set up a temporary test instance on a virtual server. The upgrade will be installed on the test server within the next two weeks. After that, we'll have about one week to test the upgrade before it is targeted for production in the next maintenance window scheduled for February 5th.

3. Steve also noted that the Developer Studio client can be pushed out to the programmers prior to the production installation. He's hoping to have this ready by the end of next week and will keep the team posted as to progress.

4. We are taking a two-prong approach to End-User reporting investigating both Reporting Objects and Self-Service Reporting. Some reporting objects were created as a pilot for Financial Aid. Nancy noted that she has written a few reports from these reporting objects. She also found some invalid data and will follow-up with the appropriate staff members to get this corrected. Her next step will be testing and validating the report data against the Banner forms.

5. Bobbi has created a view of current employee data. She will be turning this into a Reporting Object as well and asked about creating an MFD for the view. Steve will be creating the MFD. He can also create a cluster join in WebFocus on the server itself. Steve is the only one with permissions to do this; however it does result in improved performance for the reports. If a cluster join is needed, the developer needs to send Steve the names of the tables and which fields to use for the join.

6. The ODS was upgraded to version 8.0 in December. Jerome identified some invalid student data and Charlotte Tetsworth has been working on correcting it. She is hoping to have the changes complete by the end of this week. Some of the reporting views were made obsolete by Sungard with the upgrade and we were not aware of it. This caused some reports to fail. Kathy asked that we make note to review the upgrade documentation next time and that notification of such changes be sent to the programmers so that reports can be modified accordingly.

7. Work on the Salary Savings Report continues. The encumbered amount on positions does not get updated unless a staff member accesses and saves each individual record. A list of those positions without encumbered amounts was produced and sent to the Payroll Office for update.

8. Charlotte asked about the status of a FOAP report for the academic offices. This was requested by President Eisler after a demonstration by GVSU at the BugMI meeting last June.   The team discussed a couple of different methods for delivering this on a daily or weekly schedule. Kathy will follow up with Denise and/or Sean to see if assistance is needed.

9. Jerome asked is anyone had a need for the ODS 3.0 Administration Interface. It was determined that Kris could go ahead and shut it down, now that ODS 8.0 was up and running.

10. Steve noted that he has ran into several cases whereby a programmer will close out of a report that's still running, causing it to continue to run and use CPU time on the database server. This, in turn, slows down response time for Banner.   He asked that the programmers notify him when this occurs so that he can cancel the report on the server.

Submitted by Kathy Fisher