

March 10, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-58

Distributed via Campus Email

TO: Don Byars, Carlos Clark, Edie Charlot, Mark Deaver, Lisa Dorris, Deborah Dungey, Pam Freeman, Mary Gooch, Marilyn Maynard, William Parker, Mark Pearson
Sue Sampleton, E. J. Thomas-Smith, Willie Trotty, Sheila Williams, Dean Williamson

FROM: Mary Lee Hodge, Senior Vice President for Business Affairs

RE: Banner System Security Review

The Banner system at Prairie View A&M University is a vital asset of the University and requires appropriate safeguard against a growing variety of threats. It is our shared responsibility to maintain sufficient internal controls to mitigate the risks posed by these threats.

Of particular importance is the need to periodically review access to the Banner system. In the routine course of business, staff members responsibilities will change and a periodic review will ensure that access assigned does not exceed what is required to complete assigned work and that duties are appropriately segregated.

Beginning this month, we will begin the process of conducting routine quarterly reviews of Banner access assignments. Over the remainder of the month of March, Mr. Michael Martinez of the Information Resources Office has been assigned to assist you in conducting this review so that the University can certify to all interested parties that access granted to PVAMU staff is appropriate and necessary to perform the assigned responsibilities of their jobs.

c: Michael Martinez