

BANNER USERS' GROUP-STUDENT
Minutes of Meeting April 4, 2002

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at 2:10 in Old Main 103.
- **Members Present:**

Cheri Musgrave	Financial Aid
Roberta Ferguson	Registrar
Bob Collier	Bursar
Joe Whitt	Residence Services
Pat Gebhart	Computing Services, Enrollment Management
Terri Tomblin-Byrd	Computing Services
Luther Workman	Admissions
Michael McGuffey	Institutional Research
Bob Walker	Finance
Ken O'Neal	South Charleston
Mary Waller	Registrar
Dan Holbrook	Associate Deans
Myke Watts	Computing Services

- **Common Name/Address/SS # Change Form:**
Sharon Rutherford presented the Common Name/Address/SS# Change Form with the routing instructions. The form should be available as soon as possible and will be available on the HR Web page. The form should be housed in the office where the change is made. If the change form only involves a student, the Registrar will keep the form. Roberta Ferguson moved, and it was unanimously approved, that we change the BOC Policies and Procedures document that Payroll owns the "PR" address if a person is an employee. Correspondence from Jim Stephens concerning "PR" address types was discussed. After discussion, it was decided that Terri should reply back to Jim that he follow current policy until the new form is available and then he should use the new form and procedures (pending BOC approval of the form and routing instructions).
- **Minutes:** The March 2002 minutes were approved as electronically distributed.
- **Correspondence:** Jim Stephens—PR address types in Banner

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
- **Subcommittee on CAPP:**
No Report. Roberta Ferguson asked if Marshall would ever implement CAPP. She will communicate with Barbara Tarter about activating a CAPP committee. Pat Gebhart stated that curriculum rules must be built before CAPP programs can be built.
- **Banner Oversight Committee (BOC):**
The BOC approved our recommendation on the STVNATN codes. Michael McGuffey will e-mail Terri with the nation codes that the HEPC uses. The BOC makes a formal request to BUG-S for written procedures on the use of generated ID's and conversion procedures, especially as it relates to the Admissions Office. Terri asked Luther Workman and Pat to work on this. Terri believes that it will be possible to limit access to the Finance module for year-end closing without having to shut down the entire database.

OLD BUSINESS

- **MILO:**
A VR meeting is scheduled for Monday. Summer registration is going well.
- **Human Resources/Finance:**
There is an ongoing change of SS #'s to the Payroll EPICS ID #. The EPICS name is stored as an alternate ID#. It has been suggested that we make the EPICS ID the primary ID for employees only. Four faculty members have had their ID changed. Terri has to make this change at the database level.
- **Performance and Priority Issues:**
No Report.
- **General Person Data Ownership:**
Dan Holbrook reported that he had distributed procedures on faculty data to be entered in Banner to the Associate Deans in February. The Associate Deans were to distribute to the academic departments. Terri asked Dan to double-check that procedures were distributed to the departments. Human Resources will be keeping beneficiary records on paper and will not enter them electronically.
- **Banner Student Privilege Request Form:**
No Report.
- **Duplicate PIDM/Person:**
Bob Collier's committee met on March 12 and developed a worksheet for recording duplicate PIDM problems. Bob will schedule another meeting of his committee to review a draft of procedures for handling PIDM problems. He will present a policy for review at the next BUG-S meeting. Pat reported that she attended a session at SCT Summit on resolving duplicate PIDM's presented by Kevin Stewart at the University of Northern British Columbia. He is going to share his script with all interested parties and plans to make that available by April 15.
- **Printing Students' Schedules:**
Terri has a print que set for Ken O'Neal in South Charleston to print in landscape mode. Now they must test the Sleep/Wake process to see if jobs print properly. Terri informed Roberta that the Registrar's Office must have networked printers to use Sleep/Wake. Bob Walker suggested that the Registrar's Office use a Linksys switch that would be cheaper than a port. He has not talked to Mike Adkins in Networking to determine if this is possible. Roberta will e-mail Mike and ask him to assess the situation in the Registrar's Office to suggest other options than the traditional network port. Roberta asked if there had been progress on a solution for those Banner users having problems doing a print screen. Terri asked her to e-mail Billie Weis at the Help Desk with the models of their printers and que names.
- **myMU:**
No Report.
- **Common Name/Address/SS# Change Form:**
Covered previously.
- **STVNATN:**
Covered in BOC report.
- **Usage of Generated ID's:**
Covered in BOC report.

NEW BUSINESS

- **SCT Summit 2002 Report:**

Terri shared a plaque that Marshall received at Summit honoring us as a Pioneer in Connected Learning. Summit reports: scheduled to be released for production in April 2003 is "Quick Start", a Web-based process where individuals can admit and enroll themselves without other interaction. To be released in phases is Open Learning Registration (formerly date-based registration) that provides non-term-based registration. The April 2003 release will make all registration processing the same (Web, VR, and window). Internet Native Banner (INB) is the new name for web-enabled Banner. Terri stated that there will come a time when SCT will no longer support client-server Banner. Oracle is moving away from client-server. SCT has not defined whether they will require Oracle 9i for Banner 6.0. If they do, we may have to go to web-enabled forms. Version 6.0 is due to be released April 2003. In the future, SCT will only have 2 major releases per year. Pat and Bob each reported on their participation at Summit to include duplicate PIDM processing, Evisions, and Xtender solutions.

- **Legislative Bill:**

Michael McGuffey stated that HB 2374 had to be signed by the governor last night to become law. HB 2374 will restrict us in the use of Social Security numbers on lists. Michael will convene a group to discuss how we will meet the requirements of the legislation if it is signed by the governor.

- **"SC" Address Types:**

Michael suggested that we think about terminating "SC" (School/Campus) addresses that are older than one year since so many are out-of-date. "SC" addresses are used by Public Safety, the Bursar, and the faculty to locate students on campus. Residence Services rolls residence hall assignment data every semester. They should change the "SC" address after the roll date when students change rooms.

ADJOURNMENT

- Meeting was adjourned at 4:05p.m.

ANNOUNCEMENTS

- The next BUG-S meeting will be May 2, 2002.