

## BANNER Student Users Group Meeting

### MINUTES

12-02-99

- Call to Order  
The regular meeting of the BANNER Student Users Group was called to order at 2:10 p.m. in the Academic Affairs Conference Room, Old Main Room 103. The meeting was attended by  
  
Ms. Terri Byrd, Computing Services  
Mr. Myke Watts, Computing Services  
Ms. Pat Gebhart, Enrollment Management/Computing Services  
Ms. Cheri Musgrave, Financial Aid  
Ms. Nadine Hamrick, Financial Aid  
Mr. Ken O'Neal, South Charleston Campus  
Ms. Donna Spindel, Associate Deans  
Mr. Mike McGuffey, Institutional Research  
Mr. Kevin McKenna, Admissions  
Mr. Bob Walker, Finance
- Minutes  
The minutes of the previous meeting (October) were distributed electronically. Hearing no objections, the minutes were approved.
- Correspondence – No Correspondence
- Committee reports
  1. Subcommittee on Billing – No Report
  2. Subcommittee on CAPP – No Report
- SCT Summit – SCT Summit will be in San Francisco, California March 19<sup>th</sup> – 22<sup>nd</sup>, 2000.
- Old Business
  1. Marshall E-Course Policy – No Report
  2. Missing Address Information – No Report
  3. MILO – Terri Byrd announced that the Milo PIN had been disabled for all faculty who had not changed their originally assigned PIN (birth date). Terri stated that faculty members who have had their PIN disabled need to go to the Registrar's Office to have the PIN changed and enabled. Mike McGuffey asked if administrators needed to have a PIN if they were not faculty members. Terri stated that SCT had a Web for Employees module that the university may purchase in the future. Terri explained that for administrators and staff to use this product they would need a PIN.  
Donna Spindel stated that she would like to have the grades viewable via the web as soon as they are entered into the system. (Historically, grades were not available until the grades were rolled into academic history.) Terri Byrd stated that this plan needed to be approved by the registrar before she could proceed.  
Terri Byrd stated that she had received a verbal commitment from SCT to support the BRITE version of the VR system for the next release of BANNER and develop an interface between BANNER 4.0 and the BRITE VR system if BRITE does not. Terri stated that with the verbal commitment from SCT, Computing Services has decided to spend the money to upgrade the VR machine to make it Y2K compliant. Terri explained that since BRITE has not yet committed to supporting their VR system for future releases of BANNER we may need to evaluate a replacement for the current VR system that we use.

4. Kiosk Student Interface Software – No Report
5. Moving from Terminals to PCs – Terri Byrd stated that when BANNER is upgraded to 4.0 there would be no terminal access to BANNER. Donna Spindel asked when the 4.0 upgrade would take place. Terri stated that the earliest time frame would be late spring or early summer. Terri asked that departments that do not use BANNER GUI to start testing it to see if there are any problems.
6. BANNER Documentation – Terri Bryd announced that the BANNER 4.0 Release Guides were available on the Marshall University BANNER 2000 Homepage (<http://www.marshall.edu>). Terri urged everyone to look at these guides to see what the next version of BANNER looks like and how it has changed from the current version. The link to the release guides is <http://www.marshall.edu/BANNER/RELEASEGUIDES.htm>.
7. Electronic Data Interchange (EDI) – No Report
8. Human Resources/Finance – Terri Byrd stated that the Purchasing Office had created a vendor using the vendor's (owner's) Social Security Number and the company name, which is standard policy. Terri explained that the vendor then became a regular employee of Marshall University and Human Resources changed the vendor name to the person's name in the database. Terri further explained that this caused problems in the Purchasing Office because they were not notified of the change. Terri stated that the ownership of the general person records in the database has been determined, but that there is currently no mechanism to allow the departments that enter people into the system to be notified if the general person record is changed by another department. Terri further stated that the BANNER Users Groups would need to develop a way to communicate the changes in the database that may impact other modules. Terri requested that the members of this users group have suggestions for how the changes to general person records could be communicated to other departments or suggestions on how to minimize these types of changes.

Terri Byrd stated that Linda Mills, the Grants Officer for Marshall University, has requested the addition of two new address types because the current address types do not fit her needs. Terri explained that the address types are required for Linda to enter granting agencies into BANNER. Terri further explained that the requested address types were GO – Granting Organization and BU – Business Address. Terri stated that she felt that the BU address was too ambiguous. Terri suggested the use of GG and GB for these address types. Terri stated that she would recommend GG and GB to Linda Mills to see if these were acceptable. Terri further stated that she would discuss the addition of these address types with Registration before implementing them.

Mike McGuffey stated that the Human Resource Implementation Committee had discussed how the Electronic Personnel Action Form (EPAF) could be used to assist in the security setup of employees that change positions or leave the university. Mike explained that there were temporary positions that did not have a termination process and therefore would not require an EPAF. Mike further explained that a process needed to be created for the ending of temporary appointments that includes security rights to BANNER. Terri Byrd stated that there is currently a procedure in place that everyone agrees to when they sign the MUIINFO access request form. Terri stated that the immediate supervisor is supposed to notify Computing Services of a transfer or termination immediately. Mike stated that historically, departments have not been very prompt in communicating the termination of an employee to other departments such as Payroll, HR, or Computing Services even with the current policies. Terri stated that it is still the responsibility of the supervisor to notify these departments when a termination or transfer occurs.
9. SC Campus Database and Legacy GC alumni information – Terri Byrd stated that they are making progress on moving alumni data into the foundation's database. Ken O'Neal stated that he felt that there was no longer a need for his office to access the old SC Campus

Database from a form. Ken further stated that he would still like to be able to get information from database, via Myke Watts or Jim Richendollar, if the need arose.

10. Performance and Priority Issues – No Report
  11. BANNER Client/Server – No Report
  12. General Person Data Ownership – No Report
  13. BANNER User Group Paradigm Shift – No Report
  14. Year 2000 Contingency Plan – Terri Byrd announced that computing services would be shutting down all of the administrative servers on campus at approximately 11:00pm Friday Dec. 31<sup>st</sup> in an effort to avoid any Y2K problems. Terri further announced that the servers would be brought back up after midnight. Terri stated that there would be a team of end users who would need to come in on Jan 1<sup>st</sup> to test the applications to make sure that they are working properly. Terri further stated that on Dec 31<sup>st</sup> and Jan 1<sup>st</sup> there would be a Y2K Command Center to field calls about problems stemming from Y2K issues.
  15. Proposal of new summer term – No Report
  16. BANNER2000 version 4.0 – Terri Byrd stated that the earliest that the 4.0 version of BANNER would be installed is late spring or early summer of 2000. Terri urged everyone to review the 4.0 release guides.
  24. BANNER Policies and Procedures – Terri Byrd asked everyone to review the policies and procedures that had been distributed earlier. Terri announced that voting on the baseline Policies and Procedures would occur during the next meeting (January 6<sup>th</sup>). Terri urged everyone to send their comments, corrections, and additions to her before the next meeting so they could be included before the vote. Pat Gebhart stated that she would send the most recent copy of the Policies and Procedures to the users group list for review.
  25. BANNER Student Privilege Request Form – No Report
  26. Letter Generation/Population Selection Training – Terri Byrd stated that the work order had been submitted for the Letter Generation/ Population Selection Training. Terri explained that she did not have an exact date for the training, but they were looking at the 3<sup>rd</sup> or 4<sup>th</sup> week in January. Terri further stated that the training would take 4 days to complete.
- New Business – No new business
  - Announcements
    - Next Users Group Meeting: January 6th, 2000 – Old Main 103
    - BANNER Training: See <http://www.marshall.edu/banner/bannertraining.htm>
    - SCT Users Group Meeting: March 2000, San Francisco, CA
  - Adjournment – The meeting was adjourned at 3:45 p.m.