

BANNER USERS' GROUP-STUDENT
Minutes of Meeting February 7, 2002

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

Nadine Hamrick	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
Dan Holbrook	Associate Deans
Bob Walker	Finance

- **Minutes:** Minutes of the January 2002 meeting were approved as distributed electronically.
- **Correspondence:** None.

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
- **Subcommittee on CAPP:**
No Report.
- **Banner Oversight Committee (BOC):**
For Finance's year-end closing, the database must be restricted around June 30. Any office having major problems if the database is not up on July 1 should notify Terri immediately. Nadine Hamrick asked if Orientation would be held in that time period with the need for registration. The BOC is still waiting on BUG-L nominees from BUG-S.

OLD BUSINESS

- **MILO:**
Terri reported that Brite will no longer be in existence for VR and that we must move to a different VR platform by version 6.0. Terri explained some of the benefits of both EPOS and TouchNet. VR use nationwide is not dropping; Terri believes that VR will be in existence for at least five years, particularly for the needs of visually impaired students. Terri will call together a committee to review both EPOS and TouchNet.
- **Human Resources/Finance:**
Scott Hoppe has received approval from the HR group to use students' PR address for their current US mailing address. Their home country PR address shall be inactivated by the Registrar's Office. Bob Collier stated that the Bursar's Office will be closing cashiering sessions every night. This shouldn't affect other users, but there might be some adverse affects on a few forms such as SFAREGS.
- **Performance and Priority Issues:**
No performance problems have been reported to Terri. Roberta Ferguson and Joe Whitt both reported that they are still having "print screen" problems. Terri cannot explain what is

happening. As a work-around, she explained to them how to do a screen capture by using Alt and Print Screen and dumping the capture into either Word or Outlook.

- **General Person Data Ownership:**
Dan Holbrook will present procedures for entering faculty into Banner at the Associate Deans' meeting next week. HR needs to enter names of beneficiaries and those names must exist in Banner. A long discussion ensued regarding name changes for persons already existing in Banner. Roberta Ferguson feels that this is an HR function and that the Registrar should not be involved in this process even if it involves a name change on a student record. Roberta suggested that HR secure documentation from the beneficiary. She will write a recommendation and send to Terri. Terri stated that the database owner matrix may have to be changed.
- **Banner Student Privilege Request Form:**
No Report.
- **Duplicate PIDM/Person:**
Bob Collier's group discussing duplicate PIDM's met, and Bob has promised to write a policy for review. The group will meet again and have a recommendation by the next BUG-S meeting. Terri will ask Jim Richendollar to look for a script to run nightly to capture PIDM problems early in the process.
- **Printing Students' Schedules:**
Terri has received some communication back from the Systems and Networking groups about the ability to print schedules. They are still working on this.
- **myMU:**
ESL students now have access to myMU even though they are not enrolled students. To change a PIN, a user must have a "role." Terri has created a role called "affiliate" and given the ESL students that role. The course calendar has been fully integrated. Terri will ask the Publicity Committee to meet and prepare information for Frances Hensley to e-mail to all faculty concerning the calendars. Terri doesn't have statistics on the use of myMU but has taken snapshots of the use showing an average of 50 concurrent users.
- **Common Name/Address/SS# Change Form:**
Roberta Ferguson distributed the latest copy of the change form. BUG-S approved the form as long as routing instructions are written.
- **GTVZIPC:**
Remove from agenda.
- **International Student Addresses:**
Covered in Human Resources/Finance report.
- **STVNATN:**
The BOC recommends the use of the State Department Code System (2 character country code). The STVNATN table is owned by Computing Services. The BOC suggested that we move the existing code to an unused column on STVNATN and then replace all existing codes with the new codes in any database records that store the nation code. Terri will have Jim Richendollar check the database to see what impact this will have.

NEW BUSINESS

- **WebMail being Retired—What it Means to myMU and Banner:**
WebMail is the current student product for e-mail. Since this is being retired, students must migrate to myMU which will have an impact on Banner as they will authenticate to Banner

through their ID and PIN. There are 55,000-57,000 people in the Account Management System, but only 2400 of those people were unknown to Banner. In other words, they did not have a corresponding spriden record in Banner. Those 2400 individuals will have to be loaded into Banner in order to authenticate to myMU and retrieve their email. Terri recently loaded 4400 e-mail and tpac records into Banner for existing spriden records; only 390 were true affiliates (same role as ESL). The rest were either former students, staff, faculty, or finaid applicants. Terri explained what determines a role: the existence of an SGBSTDN or finaid application record for student role (whether registered or not), the existence of a PEAEMPL record for employees, and a faculty assignment record for faculty. Terri raised the issue of how we will load new affiliates into Banner—could be Alumni or prospects or those 'affiliated' with the university under the current definition. Other items discussed where: who can reset a PIN? should PIN's be pre-expired? who should handle PIN's with birthdates that are either missing or incorrect? Terri suggested the possibility that the Computing Services Help Desk be given privileges to reset PIN's much the same as they reset email passwords now - without allowing them to create people. Terri will work on a recommendation for review.

- **SCT Acquiring ABT:**
SCT has acquired ABT (Applied Business Technology). More details will be available at Summit.
- **BUG-L:**
Every major functional area should have a representative and a back-up for the BUG-L for user and procedural training. Terri encouraged everyone to read the BOC policy on training and the expected duties of the trainers. Send nominations for trainers to Terri within the next two weeks.

ADJOURNMENT

- Meeting was adjourned at 3:55p.m.

ANNOUNCEMENTS

- The next BUG-S meeting will be March 7, 2002.