

BANNER USERS' GROUP-STUDENT
Minutes of Meeting January 3, 2002

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at 2:15 in Old Main 103.
- **Members Present:**

Nadine Hamrick	Financial Aid
Roberta Ferguson	Registrar
Cheri Musgrave	Financial Aid
Bob Collier	Bursar
Joe Whitt	Residence Services
Pat Gebhart	Computing Services, Enrollment Management
Michael McGuffey	Institutional Research
Terri Tomblin-Byrd	Computing Services
Linda Templeton	Admissions
Scott Hoppe	International Students
Bob Walker	Finance

- **Minutes:** Minutes of the December 2001 meeting were approved as distributed electronically.
- **Correspondence:** None.

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
- **Subcommittee on CAPP:**
No Report.
- **Banner Oversight Committee (BOC):**
The BOC had a discussion on who is responsible for employees who are not paid through University funds but must use Banner. To obtain Banner privileges, one must exist as a person in Banner, but who will create a person record for those individuals? Terri suggested that eventually all persons who interact with Marshall, including all those who obtain MUNet accounts and those using WebCT, should be entered in the database. She asked all to think about procedures to handle this so that we can set policy.

OLD BUSINESS

- **MILO:**
There is a defect with Accounts Receivable/Billing on MILO/VR. Terri has been in contact with SCT as billing is not working for term 200202. Bob Collier asked if the Bursar's Office would be able to record deadline dates for VR. Terri explained that there are new controls in Banner that could be distributed to the individual offices.
- **Human Resources/Finance:**
Scott Hoppe raised the issue of recording I-9's on SPAINTL. He stated that Human Resources stopped recording I-9's on PPAINTL. Terri asked Scott to e-

mail Jim Stephens to clarify procedures on the use of forms for recording I-9's. There are two faculty members who do not want their Social Security Numbers used as identifiers. The faculty in question thought that their ID numbers had been changed by HR, but this was not done and was brought up again when they attempted to access WebCT. Terri thinks that the use of SS# is on the agenda for the HR meeting.

- **Performance and Priority Issues:**
Terri asked if offices had noticed any performance degradation since the 5.x upgrade, but none were noted. She asked everyone to report any performance issues to her.
- **General Person Data Ownership:**
No Report.
- **Banner Student Privilege Request Form:**
No Report
- **Duplicate PIDM/Person:**
Bob Collier has set a meeting for January 9 to discuss issues with, and procedures for, handling duplicate PIDM's. Roberta Ferguson asked Terri if student records could be moved from one PIDM to another automatically. Terri explained the process and also talked about the difficulties of moving Payroll records if they exist.
- **Printing Students' Schedules:**
No Report.
- **Pipeline and a WebCT Integration:**
The communication between Pipeline and WebCT is working and must be ready by next Monday. ESL students will be able to use myMU. Terri will run a separate process each term to load ESL students. Course and personal calendars for students will be populated within the next two days.
- **eRecruiting Software:**
No Report.
- **Common Name/Address/SS# Change Form:**
Roberta Ferguson reported that she had given our suggestions for the form to Sharon Rutherford. She will contact Sharon to make sure that the changes were received.
- **GTVZIPC:**
Terri asked Pat Gebhart to check with Myke Watts about GTVZIPC not working in the Registrar's Office.
- **Banner 5.x Production Upgrade:**
The 5.x upgrade was completed successfully. Some Financial Aid forms were not generated and there were some defects found that have now been corrected. Problems left to solve are TSASPAY, VR, re-constructing some Financial Aid menu items, and a few printing and installation problems.
- **International Student Addresses:**
Scott Hoppe is collecting change of address forms from international students to obtain their current mailing address. He is submitting these to the Registrar's Office so that the Registrar can deactivate the student's home country address

and enter the current mailing address as type "PR" for billing and grades purposes. The question of Payroll's need for the student's home country was raised. The group asked Scott to e-mail Sharon Rutherford to inform her what they are doing with international student addresses and to ask if she needs a new address type for international students.

NEW BUSINESS

- **STVNATN:**

Scott stated that there are country codes on STVNATN that are out-of-date and that he has 32 countries that need to be added. He asked who was responsible for updating that table. Terri requested the codes that are out-of-date and the additions from Scott and will take this issue to the BOC to discuss ownership of the table and what standards should be followed for updating STVNATN.

ADJOURNMENT

- Meeting was adjourned at 3:35p.m.

ANNOUNCEMENTS

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