

BANNER USERS' GROUP--STUDENT
Minutes of Meeting January 5, 2006

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at 2:15 in Drinko 439.
- **Members Present:**

Terri Tomblin-Byrd	Computing Services
Myke Watts	Computing Services
Nadine Hamrick	Financial Aid
Pat Gebhart	Computing Services/Enrollment Management
Michael McGuffey	Institutional Research
Elizabeth Hanrahan	Associate Deans
Cheri Musgrave	Financial Aid
Tammy Johnson	South Charleston via satellite
Carol Kolski	Bursar

Jennifer Jimison, Administrative Assistant in the Financial Aid Office was introduced to the group. Jennifer has been appointed to take minutes.

- **Minutes:** No minutes from the December 2005 meeting were available
- **Correspondence:** None

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
- **Subcommittee on CAPP:**
Pat Gebhart reported that all academic departments came for training and seemed to be successful. Terri indicated there would be a meeting with individual Deans regarding final testing.
- **Banner Oversight Committee (BOC):**
No report

OLD BUSINESS

- **myMU/MILO:**
Terri reported a message problem from Banner to Vista, problem with message being delivered between the two are backing up and causing problems. STC has been contacted.

It is taking longer than 60 seconds for PINS to be reset and then calls are being placed to the HELP Desk. There is no solution at this time. This has been a problem since the upgrade in November and hopefully, will be resolved this weekend.

Problems with Class Rosters - Elizabeth Hanrahan suggested putting a message that states, "Please select another type of roster as this is not available at this time."

- **Human Resources/Finance:**
No report

- **Performance and Priority Issues:**

Carol Kolski reported a problem with printing reports over Christmas break. Evidently the disc became full and would not print the daily reports. Terri was only aware that it could not print large files. Cheri Musgrave indicated that the firewall stalled the printer and backed everything up until it shut itself down. Carol Kolski placed a call to the Help Desk at 8:00 a.m. and was not called back until after 12:00. Chuck Elliott is the person to contact regarding issues with response time. No one caught it over the Christmas break. There are nightly processes that run and print every morning. But if it happens again, Cheri Musgrave will know where to look. It hadn't happened since last June. Steve Robinson may be the better person to contact with Help Desk issues.

TPAC and API – ROASTAT. Terri indicated that this new process of creating records in MILO was causing a problem with Financial Aid as Banner thought records already existed and would not create them in Banner Financial Aid – ROASTAT. She indicated she turned this process back on and there has not been any problems reported by Cheri since that time. Hopefully this is resolved.

Tape load of ACT scores – There are problems with loading of ACT Tapes since the new 7.0 version of Banner. Common Matching is currently being used by the Admissions Office and the Financial Aid Office. However, the process name and rules for the Financial Aid Office are different than for the Admissions Office, thus two separate processes. This problem has been reported to SCT for resolution.

Discussion ensued regarding tape loads and the fact that FAFSA data could be loaded into Recruiting/Prospects if the Admissions Office desired. Currently students list on the FAFSA which institutions they want to receive their results. Nadine Hamrick indicated that as Recruiting had not been used when their options were initially set up for tape load that it had not been considered at that time. However, should Admissions wish this data loaded for first time applicants that did not exist in Banner his could begin should Dr. Tarter want the data loaded Mike McGuffey stated he felt that this would be another source of prospects for the institution. Nadine indicated she would contact Dr. Tarter and Scott Taylor.

- **Banner Student Privilege Request Form:**

No Report.

- **Multiple PIDM/Person:**

Nadine indicated that they still exist. Mike McGuffey indicated they also exist in Human Resources. There were 5 people with mistakes. There seems to be confusion between Human Resources and Payroll Office as to who should make the correction. Terri indicated it should start in Human Resources.

Elizabeth indicated there was a problem with updating SFAREGF and SDNSTDN. It is thought that there was no rollback or refreshing of the form once the change had been committed. Myke noted that a change has to be committed before and then once returning to the other screen with a refreshing of the screen before it could be viewed. Example: If they have both forms open and are in the form and they use Options to go to the other screen and make a change and commit, the just simply returning to the original screen the change would not be viewable until they reenter the form. Mike McGuffey wondered if there was an issue with training? Elizabeth indicated she would find out exactly what procedures the staff member when she encountered the problem.

Terri indicated there is an outstanding issue from CTC, when going into a student record the screen freezes. It is tied to the curriculum rules, which happens behind the scenes. Mike McGuffey stated he had just received a call from Denise who was having a similar problem. Elizabeth Hanrahan brought up the issue with changing a major or adding a second minor and having to recreate a record every time. Terri stated that this keeps a complete audit of student's

record. It is time consuming, but is necessary. Elizabeth inquired if it was level restricted to find appropriate minor code. Mike McGuffey advised her to do a VX or VZ search. Terri said not all forms allow a sort.

- **CTC Shared Service Issues:**
No Report.
- **Registration Permit Overrides:** Elizabeth indicated people are interested in being trained.
- **Course Fee Assessments:** There was discussion at previous meeting. No report.
- **Identifying online degree seeking students:** At CTC level.

Pat Gebhart: Changing majors and Deans process. Roberta had indicated something at last meeting. Mike McGuffey investigating. Two issues raised in addition to reports: 1. CAPP will allow latest major to be on processed. 2. Advisor on myMU works separately. Elizabeth Hanrahan was previously designated as the contact and then get list to Terri.

- No further old business to address.

NEW BUSINESS

- Enrollment Management has issued RFP for new and improved recruiting tool and Hobson was the low bid and received the contract. Terri is not sure how it will be implemented or how to integrate with Banner, but it will and could change some things that are currently being done. Needs planning and time to assess how it will affect other processes, i.e., application fee on Bursar's side. Front end processing may be affected. Tammy Johnson in So. Charleston has no plans to use it and is not interested at this time. General discussion regarding ease of use versus duplication of maintaining database and Terri indicated those are all issues that will need to be worked out. Other institutions use it, but it requires planning and everyone should be aware as to how it will affect their area.
- **Administrative Solutions Project**
Terri explained this project's primary focus would be on Finance, Human Resources with integration of MURC into Banner. They will also be looking at processes since software has changed. Are there better ways of doing tasks? Will they end up with one database with separate chart of accounts? An Executive Committee, Steering Committee and subcommittees have been set up. There are a lot of unknowns. There should be a matching pyramid and go up through BUG-S before implementation.
- **Oversight Committee:** In October 2005 version 7.2 came out and Terri will begin testing in pre-prod before any upgrade. Need to pencil in date for implementation. Still trying to work out all bugs from installation of version 7.
- January 16th, Systems Group will upgrade the "middle tier" of our Banner Process so there will be more disk space. It will be out of service that Sunday and Monday with no way to test. Avoid processing on those days. Need to check with Roberta regarding nightly processing vs. only at end of week. Discussion between Carol Kolski and Cheri Musgrave of when processes will run over weekend. Students will not be able to register.
- Elizabeth Hanrahan briefly mentioned P-card issues. No formal discussion.

ANNOUNCEMENTS

- The next BUG-S meeting will be February 2, 2006.

ADJOURNMENT

- Meeting was adjourned at 3:40 p.m.