

BANNER USERS' GROUP-STUDENT
Minutes of Meeting March 7, 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
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

- **Minutes:** Minutes of the February 2002 meeting were amended as follows: General Person Data Ownership: (Last part of paragraph)
After discussion and explanation by Terri of the database owner matrix, Roberta recommended that the HR group collect the verification of the name change of a beneficiary and forward the documentation to the Registrar's Office for processing. The group unanimously approved the recommendation. Roberta volunteered to write the recommendation to be submitted to the HR group for consideration.
- **Correspondence:** Recommendation dated February 7, 2002 entitled Proposal Regarding Name Changes of Beneficiaries.

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report.
- **Subcommittee on CAPP:**
No Report.
- **Banner Oversight Committee (BOC):**
The BOC reviewed the Common Name/Address/SS# Change Form and is requesting routing instructions. BUG-F has not had a chance to review. The BOC also discussed the year-end closing for Finance. Glenna Racer requested that BUG-H review the beneficiary name change procedure. The subject of generated ID conversion procedures was sent to BUG-S.

OLD BUSINESS

- **MILO:**
Bob Collier asked, on behalf of Barry Beckett, who the VR committee members would be. Terri will send out a meeting request soon to people who had served on this committee previously
- **Human Resources/Finance:**
There was a discussion of addresses in the HR meeting.
- **Performance and Priority Issues:**
With recent power outages, some offices have experienced problems with printers.

- **General Person Data Ownership:**
No Report. Roberta Ferguson sent Terri a Proposal Regarding Name Changes of Beneficiaries noted in the Correspondence section.
- **Banner Student Privilege Request Form:**
No Report.
- **Duplicate PIDM/Person:**
Terri has not found a script to detect duplicate PIDM problems when they occur. Pat Gebhart will be attending an SCT Summit session on duplicate PIDM problems. Bob Collier has scheduled a meeting for March 12 for his committee that is trying to develop procedures for handling PIDM problems, and they will write a policy for review.
- **Printing Students' Schedules:**
Terri now has a print que 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. Bert asked Terri to provide her with an exact cost for a network connection.
There has been no progress on a solution for those Banner users having problems doing a print screen.
- **myMU:**
No Report.
- **Common Name/Address/SS# Change Form:**
The BOC requests routing instructions for the form and has sent it back to HR. Sharon Rutherford will reconvene her group to write routing instructions. A question was raised about who will pay for the form.
- **STVNATN:**
There was a discussion of using state department codes, EDI-equivalent codes, and where to maintain existing STVNATN codes if they are changed. All agreed to leave the nation codes as they exist in Banner, make additions to the table as needed (currently there are about 30 countries that must be added), and correct any names of countries in the table. Terri will take to the BOC for approval.
- **BUG-L:**
Terri has not received any new nominations from BUG-S. Terri again encouraged everyone to read the BOC policy on training and the expected duties of the trainers. Send nominations for trainers to Terri.

NEW BUSINESS

- **Usage of Generated ID's:**
A discussion was held about generated ID's and what procedures are being followed to change ID's. The Admissions Office is generating ID's for recruits in the Recruitment Module who have not provided a Social Security # on recruit cards. Nadine Hamrick explained how Financial Aid handles situations when the ID on the FAFSA does not match an admissions application. The following is Financial Aid's procedure that Nadine submitted for the minutes:

Generated ID & Social Security Number Problems from FAFSA

As a result of the tape load process from the Free Application of Federal Student Aid, the following occurs in relationship to generated ID's.

During the suspend process if we find that a student has only a generated ID record:

1 - We attach our FAFSA data to the generated ID.
2 – Once our data is in Banner and if the only data on the system is Recruiting, the following process occurs:

- A - We change the ID to the social security number.
- B – We go to SPAPERS and correct the SSN field.
- C – We also update citizenship, birth date and gender if necessary, as this data is received via the FAFSA.

If the student has multiple records, example -one generated and one with a social security number (even if incorrect) we attach our record to the social security number record and request a social security card so that it can be forwarded to the appropriate office (Admissions, Registrar or HR). If our SSN is correct based on the Social Security Administration, we change SPAPERS SSN.

We then ask Admissions (normally when we find problems) to have the generated ID deleted by the Computer Center.

- **Legislative Bill:**

Michael informed the group that he understood that a bill restricting the use of Social Security Numbers to identify students in higher education passed on the third reading yesterday in the West Virginia legislature.

ADJOURNMENT

- Meeting was adjourned at 3:15p.m.

ANNOUNCEMENTS

- The next BUG-S meeting will be April 4, 2002.