

## BANNER USERS' GROUP-STUDENT

Minutes of Meeting August 3, 2000

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

Myke Watts	Computing Services
Pat Gebhart	Computing Services/Enrollment Management
Bob Walker	Finance
Nadine Hamrick	Financial Aid
Cheri Musgrave	Financial Aid
Prudy Barker	Registrar
Michael McGuffey	Institutional Research
Joann Wetherall	Residence Services
Ken O'Neal	South Charleston Campus Graduate College
Kevin McKenna	Admissions
Bob Collier	Bursar
Terri Tomblin-Byrd	Computing Services
Donna Spindel	Academic Affairs

- **Minutes:** Minutes of the July 2000 meeting were distributed electronically and approved as distributed.
- **Correspondence:** Terri stated that she had received one response from her e-mail communication of July 28, 2000 about new Veteran Codes that SCT plans to use. Roberta Ferguson agreed that we should convert to the new codes as SCT proposes. All who work with veterans should review and send comments to Terri.

### COMMITTEE REPORTS

- **Subcommittee on Billing:**  
No Report
- **Subcommittee on CAPP:**  
No Report
- **Banner Oversight Committee (BOC)**  
Terri has received a report from Bob Collier regarding the Bursar's use of the Confidentiality Flag. She asked that all respond to her regarding how their offices use the flag. Myke Watts has reset spaces that he found in the Confidentiality Flag field to null; he will check again in a few weeks to make sure that that field is functioning properly and that no spaces are inserted. This is important for reporting purposes to exclude persons who do not want Directory Information released.  
  
All BOC members will prepare statements on the "gray areas" of data ownership in their areas such as the procedures for changing names. Terri suggested that the I-9 information is a "gray area": who owns the information, who will be responsible for updates, etc. BUG-S members should submit "gray areas" to Bob Walker to take to the BOC.

### OLD BUSINESS

- **Marshall E-Course Policy:**  
No Report

- **Missing Address Information:**  
Nadine Hamrick reported that she has found about 20 telephone numbers with dashes and that is causing some of their Financial Aid processes to fail. No one could explain how the dashes were entered but suspect that this might be happening on the Web.
- **MILO:**  
Brite plans to charge us \$500.00 for the ability to move to Version 4.0. Terri has asked them for a quote on new hardware we need but has not heard back from them even though she gave them a deadline of last Friday. We must upgrade our VR hardware if we are to remain a Brite client. We will not try to go to VR Version 4.0 until next month. The Oracle application server has been put on hold so we cannot install iPayment. There have been some problems with VR payment this week. There is a problem transferring from MILO to the Bursar's office—connection has been hanging up with message "could not complete connection." Terri will ask Mike Adkins to monitor calls and check on the connections.
- **Kiosks:**  
The kiosk has been removed from the Parkersburg Mall and is now located at South Charleston. Pat Gebhart asked why the kiosk was moved, and Terri stated that she thought there was no longer a good relationship with the mall manager in Parkersburg.
- **Banner Documentation:**  
Pat has published the "Web For" documentation and Implementation Guide for Web for Students on the Banner Web site at: <http://www.marshall.edu/banner/manuals/BDoc4x/bkshlf4x.pdf>. The Release Guides are accessible from the SCT Manuals or directly from: <http://www.marshall.edu/banner/RELEASE4.0GUIDES.htm>. We are missing some of the Financial Aid Release Guides, but they should be published in the near future. Terri has given access to the MU Foundation to the Manuals Web page.
- **Human Resources/Finance:**  
HR is working on the Payroll interface process to Finance. Finance did their year-end roll. Michael McGuffey stated that the colleges would load faculty information. Terri stated that she did not think that it had been decided whether faculty would be loaded from the Student or the HR side. Faculty information is not totally integrated within Banner. Michael will investigate this. Millie in HR is entering I-9 information on PPAINTL. Discussion followed about Financial Aid entering work-study information on a different form, where the information is stored, where the paper forms should be kept. Kevin McKenna asked if the I-9 information could electronically be loaded into Banner. Terri stated that information was currently stored on MUVMS7 and that only SS#'s, not PIDM's, were stored there. There would have to be collaboration with a Banner person and Tim Calvert who has access to MUVMS7 to move data.
- **SC Campus Database:**  
Michael stated that they were close to completion of entering data. Deb Elliott in Alumni has a list of MU graduates since the merger.
- **Performance and Priority Issues:**  
Nadine sent in a problem report on 2 on-line processes. Prudy Barker stated that they were finding a missing line on GOATPAC, and Ken O'Neal verified that he had seen this on version 4.0. It is a random problem affecting faculty and students. Jim Richendollar had suggested to Ken that they log on another session of Banner and then they are able to view the GOATPAC information. Jim said that this has been reported to SCT. August 14 and 21 are critical days on our calendar. Myke Watts is the back up for any MILO problems. Prudy asked if students would be able to use MILO to print schedules on Saturday, August 19 during Welcome Week-end. Terri stated that they could look up schedules on the Web until Friday night at 10:00p.m. and on Saturday morning. She was not sure about Voice Response. Ken stated that August 19<sup>th</sup> is super Saturday at South Charleston and that they would need the ability to create accounts and passwords.
- **Banner Client/Server:**

Donna Spindel asked if the forms accessible from the Deans Menu could be changed. Terri stated that they could be and asked Donna to provide her the form names that the Academic Deans wanted to access from that menu.

- **General Person Data Ownership:**  
Terri has received complaints about the address type of “AP” (Vendor Address for Check) being changed by people outside Accounts Payable and Purchasing. Terri reminded everyone that they should not do this and only update those address types for which their office is responsible.
- **Banner2000 Version 4.0:**  
No Report
- **Banner Student Privilege Request Form:**  
No Report
- **Religion Code Collection/Usage:**  
Michael stated that the Vice-Presidents approved removing the religion code from Banner. Terri stated that we would not remove religion code data in Banner until Michael provides a formal statement on the removal of the data. No one should be entering religion codes from the registration forms; Prudy stated that she would inform her staff to not enter that data.
- **Duplicate PIDM/Person:**  
Terri hasn't done any additional investigation of this problem. There were only 11 employees who had ID/PIDM problems and those have been worked on by Payroll. The remainder of the problems are student problems.
- **Training Requirements:**  
Terri requests that everyone send her statements on Marshall-based, on-going training ideas.
- **Summer Terms:**  
There is a need for evaluation of the Summer terms. Donna Spindel stated that the Academic Deans are reviewing this. Michael has experienced problems with classes beginning and ending within a term. There is confusion with grade sheets and grade mailers to students. Bob Collier stated that there are billing and refund issues. Ken supports what has been done this past Summer for the South Charleston campus.

## NEW BUSINESS

- **Next Banner Point Release Upgrade:** Terri asked for and received permission from BUG-S to install the next Banner point release on the Pre-Production database. This is a big point release for Financial Aid and Accounts Receivable that include new government regulations regarding financial aid. Payroll must give approval for the Pre-Production upgrade as they are using Pre-Prod. Terri asked everyone to check work schedules to find a weekend for the upgrade to Production. She reminded everyone to review the Release Guides at:  
<http://www.marshall.edu/banner/RELEASE4.0GUIDES.htm>
- **GTVZIPC:** The GTVZIPC table has been loaded with current data. If you enter a zip code prior to entering the city and state on an address form, the city, county, and state will automatically be loaded. The only problem is the county codes that are loaded from GTVZIPC that do not match the values in STVCNTY. Terri decided to leave the county codes that we have used in STVCNTY but to add the new 5-digit federal codes for Kentucky, Ohio, and West Virginia. If a zip code from another state is entered, you will receive an error message on the county code as it will not exist in STVCNTY—to correct, enter a null value and skip the field.

- **Changing College Codes:** Michael stated that he wants to change the college code of “BR” (Board of Regents) to “RC” since the codes “BU” (College of Business) and “BR” have the same initial value. That initial value is being used in setting up the program codes for each college. He has an okay from Academic Affairs and the Board of Regents Office.

#### **ADJOURNMENT**

- The meeting was adjourned at 4:00p.m.

#### **ANNOUNCEMENTS**

- The next BUG-S meeting will be September 7, 2000.
- SCT Summit April 7-11, 2001 in Toronto.