

BANNER USERS' GROUP-STUDENT

Minutes of Meeting May 4, 2000

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

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| Myke Watts | Computing Services |
| Pat Gebhart | Computing Services/Enrollment Management |
| Bob Walker | Finance |
| Nadine Hamrick | Financial Aid |
| Donna Spindel | Academic Deans |
| Mike McGuffey | Institutional Research |
| Bob Collier | Bursar |

- **Minutes:** Minutes of the April 2000 meeting were distributed electronically. There were no additions or corrections to the minutes.
- **Correspondence:** None

COMMITTEE REPORTS

- **Subcommittee on Billing:**
No Report
- **Subcommittee on CAPP:**
No Report

OLD BUSINESS

- **Marshall E-Course Policy:**
No Discussion
- **Missing Address Information:**
No Discussion
- **MILO:**
Two vendors for Voice Response were on campus making presentations: TouchNet and EPOS. There is a short-term solution from BRITE and SCT to keep our system functioning when we move to Version 4.x. Mike McGuffey suggested that we should study the need for Voice Response before spending a large sum of money since we have the Web products.
- **Kiosks:**
No Discussion
- **Banner Documentation:**
Banner documentation is located on the WEB at:
<http://www.marshall.edu/banner/BANNERMANUALS.HTM> Everyone is encouraged to study the documentation in preparation for the 4.x Upgrade.
- **Human Resources/Finance:**
I-9 form will be handled by Human Resources for any employee who isn't a US citizen. Scott Hoppe in Human Resources will verify the forms.
- **SC Campus Database:**

South Charleston graduates are not merged on the MUFI machine. There are still issues with the merger and the Alumni database.

- **Performance and Priority Issues:**
No Discussion
- **Banner Client/Server:**
No Discussion
- **General Person Data Ownership:**
Nadine reported that there are still two records unresolved regarding ownership. She has reported these problems to Terri Tomblin-Byrd.
- **Banner User Group Paradigm Shift:**
The Banner Oversight Committee (BOC) met last week. Terri was elected chairperson of the BOC. Bob Walker suggested to the BOC that the chairperson should be a non-voting member in case they needed a tie-breaking vote. The voting BOC members are: Larry Barnhill representing BUG-F, Glenna Racer representing BUG-H, Bob Walker representing BUG-S, and Cheri Musgrave representing BUG-T. The BOC had a discussion about making the current policies and procedures document general enough for all modules to use. The BOC WEB page is located at: <http://www.marshall.edu/banner/BOC.htm>

Remove item from Agenda and add BOC to Committee Reports.
- **Banner2000 Version 4.0:**
The upgrade project is still on schedule. Every office should be testing their own modules and forms in preparation for the upgrade over the Memorial Day holiday week-end.
- **Banner Policies & Procedures:**
Remove item from Agenda
- **Banner Student Privilege Request Form:**
Members questioned the status of this form--will need to ask Terri about this.
- **Religion Code Collection/Usage**
Mike spoke with Dee Cockrille in Student Affairs about our decision to eliminate the entry of religion codes in Banner. She agreed with our decision. Mike will notify the Campus Christian Center that we will no longer be entering those codes. A question was raised about sending this to the BOC for approval. Since this is a data collection issue, we felt we did not need to send this to the BOC for approval. Myke suggested that if we decide to remove all of the stored codes now in Banner that we should send that issue up to the BOC for approval.

NEW BUSINESS

- The 4.x Upgrade information is published on the WEB at: <http://www.marshall.edu/banner/4.0Upgrade.htm>
- The Performance Problem Report Form and the Banner 4.x Problem Report Submission Form are on the WEB at: <http://www.marshall.edu/banner/HELP.HTML>
- Mike has a new zip code file; Bob offered to help him load it for use in Banner. Mike reported that there is software available that will look at our addresses in Banner, scrub the addresses, bar code them, and prepare addresses in postal service format. The Alumni Office is looking into this. The Post Office wants names and addresses capitalized, but we do not want that in Banner. We still have Banner issues with multiple current addresses and inactive addresses.

The meeting was adjourned at 2:35p.m.

- The next BUG-S meeting will be June 1, 2000.
- SCT Summit April 7-11, 2001 in Toronto.

