

BANNER USERS' GROUP--STUDENT

Minutes of Meeting December 7, 2006

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

Sonja Cantrell	MCTC
Michael Cornfeld	AD Council
Bob Walker	Finance Info Tech
Michelle Duncan	AD Council
Pat Gebhart	Computing Services/Enrollment Management
Myke Watts	Computing Services
Mike McGuffey	Institutional Research
Nadine Hamrick	Financial Aid
Cheri Musgrave	Financial Aid
Carol Kolski	Bursar
Kelli Raines	Admissions
Leslie Lucas	Grad Admissions
Sharon Lake	Registrar

- **Minutes:** October and November minutes reviewed and approved.
- **Correspondence:** No report.

COMMITTEE REPORTS

- **Subcommittee on Billing:** No Report.
- **Subcommittee on CAPP:** No report.
- **Banner Oversight Committee (BOC):** Developed a Strengths and Opportunities document identifying the strengths in the Banner community and the opportunities for improvement. Presented it to ITC for review. They were pleased, but it has to go through two readings. They did give the go ahead with the items the Oversight Committee identified as the Oversight Committee's responsibility and priorities therein. There were a few opportunities on the list that the Oversight Committee felt were not under the supervision or guidance of the Oversight Committee itself. Therefore, the ITC will make this decision.

The ones the Oversight Committee are moving forward with are: 1) Define processes that identify terminated employees due to a time lag between the last day of work and the last day they are paid. And it's the payment date that triggers when you're terminated. So there is a need to close that gap on Banner permissions and privileges that are left hanging. 2) Developing an audit of current employee data privileges so that yearly an audit can be run on employees

to be sure all employees have proper permissions. 3) Develop an account modification process for when job responsibilities change. Privileges are added but not monitored and taken away when moving from one area of responsibility to another within a single department as well as transferring to other departments. We are very good at giving people what they need to do their job, but not so good at removing or revoking privileges they no longer need. 4) Password maintenance which has already started with employees that have high level permissions within Banner. And will be moving through the rest of the Banner community (the rest of the 1800) as time goes on within the next year to expire their passwords. 5) Clearly defining the interpretation/use of the confidentiality indicator in Banner. 6) Minimize the collection points for personally identifiable information across the entire institution. This will help protect the information by lowering the number of entry points where it goes into the system. And to implement the personally identifiable enhancement which SunGuard calls P-I-I. An enhancement came out with Version 7 of Banner to further protect the personally identifiable information within the system. There are several different techniques that can be used such as masking information so you don't see the full SSN on the form or removing that data element altogether from a person's viewpoint. So one person may be able to see a certain piece of information on one form and another person may not be able to see the same piece of information on the very same form. There are different techniques that can be used and the Oversight Committee will begin reviewing that pushing responsibilities for certain pieces down onto subcommittees to further refine and decide how to implement the personally identifiable information or PII enhancement.

OLD BUSINESS

- **myMU/MILO:** There was a point release upgrade to the portal over Thanksgiving which was from a technical standpoint and just getting on a newer version of the software, nothing that anyone would necessarily notice.

Discussed again the Spam issue, which is getting through especially to the students that are not filtered as well as ours. The ITC is dealing with a proposal brought by the systems group within computing services which is run by Jon Cutler to start tightening up the spam filters and putting additional filters on. The ITC gave approval to do that and they put one on and then within several days there were lots of complaints about valid email not making it through so they pulled it back off. So they will continue to look at other spam filtering software that will help but not restrict as much.

- **Human Resources/Finance:** Bob Walker reported they are currently working on the EPAF process still. They have an EPAF demo and it is going fairly well. Working towards trying to get some things on for signing up summer school faculty.
- **Performance and Priority Issues:** Indirectly related to Banner with respect to the new Home Page when you bring up the Home Page first it shuts the browser down when you try to go to Banner. It is being worked on, but no update. Some people don't that the problem which is why they are struggling with it. Several people have reported it as a problem. They thought it was the "We Are Marshall" chant that has since been removed.

- **Banner Student Privilege Request Form:** No Report.
- **Multiple PIDM/Person:** Cheri Musgrave has been running the report following ISIR loads and passing problems to Nadine to correct. Kelli will mention to Scott again.
- **CTC Shared Service Issues:** No movement on the National Student Loan Clearinghouse issue. Terri waiting on direction from the Registrar's Office on how to proceed with getting CTC out of the mix. But they still have to be reported. It is due now. Not sure when the grace period ends. Sharon will check with Roberta on grace period. Nadine mentioned that it will become an audit issue in Financial Aid if enrollment is not reported. The auditors select a group of students and check to make sure we reported students' last date of attendance making sure the institution is adhering to the proper reporting of withdrawals, etc. to see if that student withdrew. You have 45 days to report a withdrawal if students are Title IV Federal aid recipients. CTC & MU are considered two institutions, thus enrolled at one and withdrawn from the other.

Regarding curriculum changes to make sure campus code is populated as well, Michelle Duncan reported that there was not a meeting in November, but will mention at the AD meeting scheduled for December 8th and report back next month.

- **Registration Permit Overrides:** No report.
- **Course Fee Assessments:** No report.
- **Identifying online degree seeking students:** No report.
- **Administrative Solutions Project.** No Report.
- **Campus Codes.** No report.
- **Concurrent Curricula:** Received instruction from Arnold to get group together which has not happened. There has been no progress made on the Concurrent Curricula Subcommittee. And probably will not happen until January. Terri will send out reading materials and try to get that group together in January.
- **Resetting PINS:** No report.
- **Version 7.3:** No report other than a patch that will be put in place for accounts receivable for the 1098Ts. It is in preproduction. It also affects the student self-service; there is a patch for that as well, which is in regard to the tax notification. So after it has been tested it will be moved into production by January. It doesn't affect a whole lot other than that area.
- **New Recruitment System:** Also known as Connect2. No report.
- **County Codes:** Complete and no issues to report.
- **Oracle release:** Nothing to report. Myke mentioned that sometime between now and the next meeting of this group they will apply a new Oracle patch. It will be after grades and before registration starts up again for the spring term. One of the weekends probably

December 17th for a short time the system will be down. And then the weekend after that to do the Oracle patch for database software.

- No further old business to address.

NEW BUSINESS:

- No new business.

ANNOUNCEMENTS

- The next BUG-S meeting will be January 4, 2007.

ADJOURNMENT

- Meeting was adjourned at 2:49 p.m.