

**BANNER USERS' GROUP--STUDENT**  
Minutes of Meeting February 6, 2003

- **Call to Order:** Terri Tomblin-Byrd called the meeting to order at 2:10 in Drinko 439.
- **Members Present:**

Terri Tomblin-Byrd	Computing Services
Pat Gebhart	Computing Services, Enrollment Management
Bob Walker	Finance
Marc Danner	Admissions
Myke Watts	Computing Services
Bob Collier	Bursar
Cheri Musgrave	Financial Aid
Michael McGuffey	Institutional Research
Dan Holbrook	Academic Deans
Prudy Barker	Registrar
Nadine Hamrick	Financial Aid
Mary Waller	Registrar
Ken O'Neal	South Charleston

- **Minutes:** The January 2003 minutes were approved as distributed electronically.
- **Correspondence:** None.

**COMMITTEE REPORTS**

- **Subcommittee on Billing:**  
No Report.
- **Subcommittee on CAPP:**  
Mary Waller reported that compliance is now working for the RBA program. Next program to code is History and COLA General Education requirements.
- **Banner Oversight Committee (BOC):**  
Bob Walker reported that the BOC discussed the Marshall University Information Security Policy and recommended some changes in terminology. Terri sent those changes on to the UITC. The BOC approved a new form, GWATPAC, an add-on to the MILO Personal Information Menu, and the Banner modification to provide a mechanism for the UCS Help Desk technicians to authenticate clients that cannot appear in person and present a valid ID. New Banner form GOAINTL replaces forms SPAINTL and PPAINTL. Terri is working with Scott Hoppe and Human Resources who will be sharing the form. SPAINTL will still display I-9 data.

**OLD BUSINESS**

- **MILO:**  
Michael McGuffey asked if the eVoter software was delivered to be a stand-alone URL. Terri is working with Campus Pipeline for a single sign-on to authenticate to the database. eVoter will be used for classified staff elections.
- **Human Resources/Finance:**

Finance met yesterday and discussed year-end processing. Bob Walker reported that they are working on the EPICS interface and that the second payroll in January is being processed in Banner.

- **Performance and Priority Issues:**  
No Report.
- **Banner Student Privilege Request Form:**  
No Report.
- **Duplicate PIDM/Person:**  
Bob Collier reported that his subcommittee met. They affirmed the current policy in place to handle multiple PIDM problems. They reviewed the latest report identifying multiple PIDM's provided by Terri. The subcommittee asked how many pages were in the original report, but Terri did not have that information. They also asked if we could run on activity date—answer is “yes. Bob asked if the subcommittee could obtain a report from December 10 – February 5 to review. There was discussion of filling out the forms on-line to resolve multiple PIDM problems. Myke Watts suggested that we put the report in a flat file to be dumped into Excel. Terri will run the report for December 10 – February 5 for the subcommittee. We will continue to review the existing report and possible modifications.
- **Printing Students' Schedules:**  
Ken O'Neal has a print que and is waiting for Terri to schedule a training session. Terri says she still needs to work on a print que to print transcripts in Sleep/Wake. Prudy Barker stated that the Registrar's Office would like to be involved in this but they do not have networked printers. Bob Walker suggested the use of Form Fusion but that also would require networked printers. Terri told Prudy to contact Mike Adkins for dollar figures for networking their printers. Terri will make sure that the training for Ken is done by the next meeting.
- **myMU:**  
No Report.
- **September 5.4x Releases and Final Regs:**  
The September releases have been put into Production. There have been some issues but nothing major so far. The Registrar's Office has reported that they cannot update course attributes on form SHATCKS. Terri does not have a work-around for this. Prudy asked if a link to course pre-requisites could be added to the Options menu from SFAREGS.

## NEW BUSINESS

- **New Address Type Request:**  
Bob Collier requested a new address type “IA” (Invalid Address) for bad addresses. Terri asked what Bob would do with a new address type. His goal is to not waste money on mailing materials to invalid addresses. Prudy Barker suggested that we place a hold on a student's record who has undeliverable mail returned. Terri had asked Myke to review old Banner list-serve messages to determine how other schools handle this: some placed holds on students' records that prevented registration, some inactivated addresses in SPRIDEN and used the Source code as a reason for the returned mail, and some used the US Postal Exchange Service to scrub invalid addresses. After much discussion, all agreed to the following recommendation: “When an office receives returned undeliverable mail, that office should go to the ownership matrix and send an e-mail to the owner of that address. Said owner should flag address as inactive and use the Source as a reason for the returned mail. There should be a process in the background to detect Inactive “PR” addresses without a hold (new hold type to be created that prevents registration) that places the new hold on the person's record. The process should detect when that “PR” address is made active and remove the hold. There should be an e-mail notification to the person using the official MU e-mail address that the hold has been placed (no notification necessary when hold is removed).” There

was also discussion that we should recommend to the BOC that the Bursar and any other office that sends out mass mailings to "PR" addresses be given privileges to inactivate a "PR" address regardless of the matrix ownership. Terri suggested that we need publicity to students to keep their addresses up-to-date.

- **Priority for MILO Access during Grade Entry Process:**

Terri reported on a meeting held to discuss end of semester processing and the fact that faculty and student activity overwhelmed MILO after the Fall grading period. We could post a notice on MILO that grades are not available until all grades are processed and remove the transcript link. MILO can handle 600 users at a time. A bottleneck is created when someone logs in; from a technical point of view, we could block certain groups. Terri will check on filtering through myMU to disallow students (based on their role in myMU) access to Administrative Services. Terri asked the group to suggest other options and what would happen in their offices if electronic access was cut off during the grading period.

#### **ADJOURNMENT**

- Meeting was adjourned at 3:50p.m.

#### **ANNOUNCEMENTS**

- The next BUG-S meeting will be March 6, 2003.