

## BANNER USER'S GROUP-STUDENT

Minutes of Meeting – May 13, 2009

Recorded by Bob Walker

- Call to Order: Pat Gebhart called the meeting to order at approximately 10:00 A.M. in DL 439.
- Members Present:

Pat Gebhart	Computing Services/Academic Affairs
Brent Maynard	Computing Services
Elizabeth Hanrahan	Academic Affairs
Arnold Miller	Computing Services
Nadine Hamrick	Financial Aid
Howard Young	Residence Services
Beth Chiparo	Grad Admissions via telecom
Cora Westmoreland	Registrar
Bob Walker	Finance
Kelli Raines	Admissions
Michael Smith	Institutional Research

- Minutes: Previous Meeting minutes were approved with no changes
- Correspondence: None

### COMMITTEE REPORTS:

- Banner Oversight Committee (BOC):
  - Banner 8 will NOT be installed over the Memorial Day weekend. The current plan is to install Banner 8 over the Labor Day weekend.
  - Selah Wilson has agreed to chair the Banner Oversight Committee

### OLD BUSINESS

- myMU/MILO: It was reported that certain students could not access the Financial Aid portion of MILO. The students reported were first time Financial Aid applicants. The cause appears to have been a problem with the assignment of the Financial Aid role to these students. A fix was found by researching the problem in the Footprints system. Pat asked Nadine if this fix needed to be run on a regular basis or if this was just a one time event. Nadine said that she thought this needed to be run on a regular basis.
- Human Resources/Finance: No report.
- Performance and Priority Issues: No report.

- Multiple PIDM/Person: A few multiple PIDM entries were reported and were traced back to the Medical School. Computing Services is working with the Med School to help prevent this from happening in the future.
- MCTC Issues/New Status Code: The data for the MCTC Production instance of BANNER will be extracted from the MU database on Friday, May 15<sup>th</sup>. Removal of any MU students that have never taken an MCTC course will be performed by SungardHE over the weekend. Computing Services will review the database information on Monday, May 18<sup>th</sup> to make sure that no MU data is left in the database. All processing of MCTC data that is performed by MU will be suspended on Friday, May 15<sup>th</sup>. It is still unclear how any changes to the MU database that affect MCTC students will be submitted to the MCTC database after this date. Students choosing to transfer to MU from MCTC are being updated to indicate the transfer. MCTC employees would lose access as of June 30<sup>th</sup>, except for specific exceptions (the most notable exception being Banner Finance for historical records).
- Concurrent Curricula: No report
- Connect2 (Recruitment System): Recruiting is reviewing their contract with Connect2 and may not renew it. Scott Taylor thought it would not be a good use of this committee's time to provide a demonstration on this product if there was the potential that the contract would not be renewed.
- Oracle Release: No Report
- Faculty Information/Digital Measures: No report.
- Document Imaging/Extender: Jeff Gillis is continuing work on this project. Contact has been made with SungardHE to discuss training; SungardHE indicated that training for this product is only provided on Banner 8.1. SungardHE also indicated that it is not necessary to wait until Banner 8 is installed on Production to start the training because it can be done on a Preproduction system. Beth Chiparo from the Graduate College said that they would like to be kept "in the loop" on this project due to their current level of use of their imaging system.
- Residency Requirement Tracking Proposal: Computing Services and Residence Services are still working on this issue.
- Faculty Advisor/MyMU hold: No report
- Admission hold notification: No report
- SSN Masking: This issue is being pushed back pending the implementation of Banner 8.
- Missing Information: No report.

- New PIN Proposal: Kelli Raines said that they would be happy to do the research to see how the PINs were created for applicants to assist in the implementation of this proposal.
- International Address: Pat said that the SF address type had been created to take care of this request. Also, the Center for International Programs has agreed to use the SC address for their current US address.
- Banner 8.0: UCS is continuing through the necessary steps to install Banner 8 on a Preproduction database. Computing Services is still unsure as to when Preproduction would be available for testing.

## **NEW BUSINESS:**

- Audit Issues: Computing Services is audited annually as part of the University's Financial Audit. During the audit, auditors will sometimes suggest that policies and procedures need to be created or updated to improve the overall safety and sustainability of the university's financial data. Some of the recurring suggestions from the past few years have been Disaster Recovery, forced password maintenance, and process monitoring. One auditor in particular stressed the need for central oversight of process monitoring by the institution. Arnold Miller stated that he wanted to make the committee aware of these suggestions and that he would also present them to the BOC.
- Training Offerings: As a part of the database separation and setup for the CTC's across the state, the CTC's have scheduled virtual training sessions for many areas of Banner. Arnold said that UCS has put aside some money to help pay for participation in this training. The link to the training offerings is <http://www.marshall.edu/banner/sunguardtraining.htm>. If you would like to attend any of these training sessions, please contact Arnold Miller.
- Secretary Rotation:
  - June—Financial Aid
  - July—Graduate Admissions
  - August—Institutional Research
  - September—Registrar
  - October—Residence Services
- **ANNOUNCEMENTS**: None

**ADJOURNMENT**: Meeting was adjourned at 11:30am.