

# **BUG-L Minutes**

## **August 18, 2009**

### **MEMBERS PRESENT:**

Judy Blevins  
David Daniel  
Pat Gebhart  
Garnet McKinley  
Linda Mollohan  
Juanita Parsons  
Kelli Raines

Meeting called to order at 9:05 a.m.

### **OLD BUSINESS:**

**Minutes from the May meeting were approved.** Meetings were suspended in June and July.

**BANNER OVERSIGHT COMMITTEE** – Nothing to report.

**SPAIDEN SECURITY CLASS REPORT** – David did not address this issue at the May meeting of BOC; he will at today's session. The question remains as to why names still appear when they should have disappeared by now. One case in point is a former director who left Marshall three years ago. The report script verifies current user roles and reflects departures. However, that is not happening.

### **NEW BUSINESS:**

**SPAIDEN - Entry of Designated Special Populations** – Judy introduced the most recent request from Bob Dorado regarding creating IDs for special populations, as well as the need for some MCTC students to be able to purchase meal plans, outside of regular business hours. Sherry Salyers in Computing Services provides this service during the normal work week.

Although BUG-L is working towards tighter restrictions regarding General Person Entry, Garnet stated this would be a good move to make. She works closely with Bob and says he is conscientious and very much aware of the importance of not duplicating records, etc. Judy said that from a customer service standpoint, it would be the prudent thing to do to better serve our customers.

After discussion, the committee members agreed that David and Garnet would present to the Banner Oversight Committee today the recommendation to grant Bob Dorado update privileges after hours, weekends, and holidays. We want to stipulate that this will be a trial period of perhaps three or six months to determine how many instances are involved. If a precedent is set, it is important to emphasize that if Bob should leave the position, any future *incumbent* will have

a probationary period to determine whether the position will continue to be able to create persons in Banner.

It was unanimously agreed that any requests for special circumstances must have BOC approval. BUG-L will make recommendations but final approval will be at the BOC level.

Kelli mentioned that if BOC approves our recommendation, there would be no time to train Bob prior to the upcoming *Welcome Weekend* event. However, she is going to be on campus and volunteered to create records for the ID Office during this time in cases of emergency/special circumstances. If approval is granted, she will provide her cell phone number to Bob to contact her as needed.

**RECOMMENDATION OF ADDITIONAL MEMBER TO BUG-L** – Garnet wants Mary Ellen Heuton added to the committee. They are in the planning stage of providing training on the PAR process. Judy asked if this Payroll issue involved Banner since our committee’s mission is training Banner users. Garnet said the EPAF is most definitely a Banner form and Banner is used as a reference point when processing the paper PARs. Members unanimously approved Mary Ellen as a BUG-L member effective with the September meeting.

#### **OTHER ITEMS**

**BANNER 8** – Pat will be available to provide assistance to faculty and staff members in Drinko 349 for several days of Banner 8 testing in late August. There will be no formal instruction, just needs-based question/answer format.

Meeting was adjourned at 9:55 a.m.