

BUG-L Minutes

November 18, 2008

MEMBERS PRESENT:

Judy Blevins
David Daniel
Pat Gebhart
Linda Mollohan
Juanita Parsons
Kelli Raines
Erica Thomas

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

OLD BUSINESS:

Minutes from the October meeting were revised and approved.

BANNER OVERSIGHT COMMITTEE –

- David reported that the BOC members said that BUG-L owns the description and content of the instruction for Banner Basic Navigation. They recommended that David contact the new Provost and Sr. Vice President for Academic Affairs, Gayle Ormiston, to determine whether they will own the responsibility of Basic Navigation thereby providing a trainer from Academic Affairs in the future. (David reported today that he will do that before next month's meeting.)
- BOC members agreed with the recommendation of BUG-L to edit the General Person Entry Form that is currently being used. They concurred that additional approval levels would be appropriate. (Pat and David will make changes and provide a draft copy at next month's BUG-L meeting.)
- They discussed that refresher training and/or updated requests for privileges for General Person Entry would not be an easy task. Their recommendation was to start with new users. However, BUG-L members endorse the need for new forms requesting privileges to be completed by all users to update account records. (David will prepare a report showing the number of employees having privileges for security class general person entry and present it at the December BUG-L meeting.)

NEW BUSINESS:

INTRODUCTION OF NEW COMMITTEE MEMBER – Juanita Parsons was introduced as the newest member of the BUG-L group. Juanita will start conducting Travel training workshops beginning in January 2009.

OTHER ITEMS:

BANNER PRIVILEGES CHART – David is going to broaden the org chart for the Committee's approval next month before he gives it to Pat for distribution in Banner Basic Navigation sessions.

GENERAL PERSON ENTRY TRAINING – Kelli will send Pat her training materials to review for content.

BANNER TRAINING RECORDS – Pat asked how the process was going with regard to recording training in the PPASKIL form. Judy told her that the Graduate Assistant in Human Resources is maintaining the data entry process which is current from the July 1, 2008, target date.

The next meeting will be held on December 16 at 9:00 a.m. in the Drinko Academy Conference Room, 211 Old Main.

Meeting was adjourned at 9:40 a.m.