

BUG-L Minutes

September 15, 2009

MEMBERS PRESENT:

Judy Blevins
Pat Gebhart
Mary Ellen Heuton
Garnet McKinley
Linda Mollohan
Juanita Parsons
Erica Thomas

Meeting called to order at 9:05 a.m. Mary Ellen Heuton was introduced and welcomed as the newest member of the committee.

OLD BUSINESS:

Minutes from the August meeting were approved.

BANNER OVERSIGHT COMMITTEE – Garnet reported that the BOC had approved our recommendation that the position of Campus ID Manager be granted SPAIDEN update privileges after hours, weekends, and holidays to create IDs for special populations. Judy read the following excerpt from the minutes of the BOC meeting on Tuesday, August 18, 2009.

- There was a discussion on limiting the update access on SPAIDEN because of the sensitive nature of this information. A motion was made by Myke and seconded by Nadine to extend update access to the Director of the MU ID Office to be used on weekends or non-business hours only. The Director will need a request signed by his/her supervisor for such access and will need to attend training on this form before access is granted. The committee also discussed additional options for limiting access to SPAIDEN based on job functions. A motion was made by Mary Ellen and seconded by Myke that the following be instituted: (1) A new person in a job function that currently has update access to SPAIDEN will need to have approval from their supervisor and attend training on this form before being granted access. (2) A job function not previously having update access to SPAIDEN, must apply for access through the BUG-L committee, which will review the request and make a recommendation to BOC. BOC will either approve or deny the request. All motions carried unanimously.

SPAIDEN SECURITY CLASS REPORT – David was absent.

SPAIDEN - Entry of Designated Special Populations – Judy reported that Bob Dorado, the current ID Office Manager, has been instructed to register for Banner General Person Entry training and to complete the newly revised Privilege Request Form (copies of which were distributed to committee members). Also, he has been advised during the initial phase of three

months that he record the number of special circumstances occurring after hours and provide the information to the BUG-L committee.

NEW / OLD BUSINESS:

BANNER PRIVILEGES CHART – Erica passed out copies of the revised chart. Pat will begin handing these out in her Banner Basic Navigation workshops. The new chart is very easy to read and will hopefully make the sometimes convoluted training journey less confusing for the University’s new Banner users.

OTHER ITEMS

BANNER PRIVILEGES – Discussion evolved in relation to the recent fiasco with regard to privileges in the Finance and HR areas. Persons with privileges were suddenly no longer “privileged.” Garnet will discuss the issue this afternoon at the BOC meeting. Perhaps it is related to the Banner 8 upgrade.

PAYROLL BANNER TRAINING – Mary Ellen will be coordinating training on PAR preparation and was inquiring as to how publicity for workshops is disseminated. Judy told her that HR will be happy to assist in publicity as well as serve as the registration center for any Payroll programming. Discussion followed with the group agreeing that this type of training is very much needed. Mary Ellen is entertaining ideas as to how best to present the topic, perhaps a workshop-style setting with a panel of “experts” for question/answer sessions. It was recommended that whatever the course style, it should be recurring on a regular basis.

Meeting was adjourned at 9:45 a.m.