

BUG-L Minutes

April 26, 2013

MEMBERS PRESENT:

Judy Blevins
Pat Gebhart
Juanita Parsons
Erica Thomas
Amy Workman

Meeting was called to order at 10:00 a.m.

OLD BUSINESS:

Minutes were approved for the March 12th meeting.

SPAIDEN TRAINING – Juanita expressed concern that Payroll is experiencing more occurrences of duplicate 901 numbers and wanted to know what had been decided with regard to training recommendations during the Common Matching process in Admissions.

Amy reported that she and Marc Danner finally were able to discuss Banner General Person Entry training to update current users. They concluded that the decision about any new matching rules should be handled by Computing Services and/or BUG-S.

The group was confused by this as BUG-L is not involved with rule-making. Our mission is solely dedicated to “Learning.” The matter at hand in reference to SPAIDEN, *does the BUG-L committee recommend requiring Banner General Person Entry training to update current users?*

That was our inquiry to Admissions, as the group testing the new process. We wanted their input as to whether or not they think it would be beneficial to **require** Banner General Person Entry training to update current users? Amy originally felt required training may not be necessary as there are not that many users affected since it is a *special privilege*.

To recap, the BOC initiated the request to BUG-S to implement a Common Matching process. On behalf of BUG-S, Pat brought the issue to the BUG-L group whether to offer, and perhaps require, training on the new look of SPAIDEN because the Common Matching process in Banner is going to change the procedures for creating new person records.

Judy restated that our primary issue still remains whether or not to recommend **required** training for identified users.

Pat proposed that she obtain a list from David Daniel of all active employees who have update privileges to PPAIDEN, SPAIDEN, or FOAIDEN. She will then forward that information to BUG-L members to review for their particular areas of interest. After that, we can reconvene to compile as accurate a list as possible of users who will need update privileges to the new Common Matching form. The group agreed this is a great idea and the training recommendation can be decided at the next meeting.

NEW BUSINESS:

Banner Basic Navigation – Pat expressed concern that the back-up trainer for Basic Navigation, David Daniel, may no longer be available for the long term. She requested that the committee members be thinking of a possible substitute we could convince to volunteer to serve in this capacity. That individual will need to attend and participate in several training sessions with Pat prior to assuming back-up responsibilities. The group will have their suggestions ready for the next meeting.

Meeting was adjourned at 10:35 a.m.