

BUG-L Minutes

January 29, 2013

MEMBERS PRESENT:

Judy Blevins
Pat Gebhart
Juanita Parsons
Erica Thomas
Amy Workman

Meeting was called to order at 9:30 a.m.

OLD BUSINESS:

Minutes for the series of meetings from March 6 to May 16, 2012, were approved.

NEW BUSINESS:

FINANCE TRAINING SUMMARY – Juanita provided the group with a summary of Finance training evaluations covering May through December 2012. The evaluations for the eight Finance courses were very positive.

SPAIDEN UPDATE – Pat brought to the group a recommendation from BUG-S that we consider offering/requiring training on the new look of SPAIDEN in light of the Common Matching process. The group agreed this is the ideal time to spearhead **required** Banner General Person Entry training to update current users. Another plus to this endeavor is to remove update privileges from those employees no longer requiring them.

Committee members decided to present the following proposal:

- An e-mail message will be sent to all employees having General Person Entry “*update*” privileges. (From whom to be decided by BOC, i.e. Dr. Fox, Dr. Ormiston, etc.?) And the message will be copied to appropriate Deans/Directors.
- Individuals will be instructed to respond as to whether they continue to need privileges. If NO, they will be removed or have their privileges changed from *update* to *query*. If YES, the message will inform them that they will be contacted with a schedule of “required” training opportunities for which they must register. (By this time, Amy will have her training schedule ready.)
- If no response, privileges will be removed.
- The HR Training & Development Schedule will be the on-line registration site.

Juanita said that she would request Mary Ellen to present the proposal at the ITC meeting on Friday. Upon their decision, we will call a special meeting to finalize the training plan.

Meeting was adjourned at 10:30 a.m.

ADDENDUM

After the meeting, Judy was reviewing her notes to prepare minutes and referred to the e-mail Pat sent in December requesting that an agenda item be added to our next meeting with regard to SPAIDEN update privileges. After referencing the e-mail, Judy called Pat to confirm protocol, i.e. shouldn't our proposal go back to the BOC first? Both agreed and Judy sent an e-mail to the BUG-L members, excerpted below.

After giving more thought to our SPAIDEN recommendations this morning, we need to present our plan to the BOC first, rather than ITC, since the BOC initiated the request to BUG-S to implement a Common Matching process. Representing BUG-S, Pat's December e-mail message is quoted below.

“Some months ago we discussed the fact that there are a lot of staff members with SPAIDEN update privileges and that perhaps they should be retrained. The Admissions Office has been testing the “Common Matching” process in Banner that is going to change the procedures for creating new person records. This would be a golden opportunity for us to offer (and perhaps, require) training on the new look of SPAIDEN and refresher training on that form. **On behalf of BUG-S, I am bringing this to the BUG-L group.**”

BUG-L needs to complete the circle by informing the BOC accordingly and their ITC representative, Arnold Miller, should present the final plan to ITC.

In a telephone conversation with Juanita, she agreed to present our recommendation at the next BOC meeting as Erica will be out of the office during that time.