

BUG-L Minutes

November 18, 2013

MEMBERS PRESENT:

Judy Blevins
Pat Gebhart
Juanita Parsons
Amy Workman

Meeting was called to order at 11:05 a.m.

OLD BUSINESS:

Minutes were approved for the October 17, 2013, meeting.

SPAIDEN (GOAMTCH) TRAINING – As reported by Pat, Tim Weingart confirmed the implementation of People Admin on November 19, 2013, is not dependent upon Common Matching being functional. However, the next phase of the implementation will use it once HR makes the decision to purchase the additional software. This information takes the pressure off BUG-L trainers with regard to the special GOAMTCH training required for the 60+ individuals currently having privileges to Add records to General Person.

Pat also reported that BUG-S requested Myke Watts to present questions regarding common matching rules and a go-live date to the BOC at its next meeting on November 19th. Amy had made these two inquiries in preparation for her supplementary Banner General Person Entry training sessions. The proposed training schedule prepared on October 17th had been cancelled due to these questions as well as the confusion as to how the announcement to the 60+ users would be initiated.

Since the last meeting, Erica and Judy met with Arnold Miller, and he agreed to send the current users with update privileges to create Person records an e-mail stating their required participation in training to retain their privileges.

With the subsequent answers to rules and go-live date from the BOC, Judy requested that Amy and Pat work together to create the new training course for Banner General Person Entry. They will also serve as co-trainers during the workshop-style sessions. The targeted time frame for conducting the “required” instruction should occur between mid- to late February 2014.

In January, the committee will provide Arnold with the most current listing of employees to notify as well as the on-line registration information for training sessions scheduled in February.

The committee members reviewed the updated version of the Privilege Request Form for Banner General Person Entry Training with the added GOAMTCH check box.

NEW BUSINESS

BANNER BASIC NAVIGATION TRAINING BACKUP PLAN – Juanita has agreed to be Pat’s back-up trainer. She has participated in several Navigation courses over the past few

months to gain knowledge and experience with the topic. Juanita will conduct both January 2014 sessions during Pat's absence.

Meeting was adjourned at 12:00 p.m.