

Bethany Lutheran College, Inc. CODE MIGRATION POLICY

Purpose and Scope

The College's data and software applications are valuable resources, vital to the College functions and fulfillment of responsibilities. To ensure these resources are appropriately managed and protected, the College has limited the personnel who are able to migrate code. Though some individuals have the necessary security permissions, they may not be authorized to promote code into production.

The scope of this policy covers three main system applications: PowerFails, Kronos, and Jenzabar EX.

List of personnel who have the security ability to migrate code

- Manager of Administrative Systems – Lisa Shubert
- Computer Systems Specialist – Ellen Bartscher
- Manager of Network Systems – Todd Marzinske
- Programmer – Jon Marozick
- Information Technology Specialist – Jon Moeller

List of staff that is authorized to migrate code

Because each person in the ITS department fulfills multiple roles, authorization to migrate code is granted to more than one person. Those who are authorized must follow both the Change Management Policy as well as the Data Modification Policy when migrating code. John Sehloff, Director of Information Technology Services, has the ability to change this listing if currently authorized staff is not available to do so.

PowerFAIDS application and data

Per our contract with the vendor for PowerFails we are not allowed to customize their database. If the College would customize it, we forfeit support regarding PowerFails. For that reason, the only updates that should be made to the PowerFAIDS database should be scripts provided by the College Board or by its updates to the PowerFAIDS application. Updates should be performed by the following authorized personnel.

- Manager of Network Services,
- Manager of Administrative Computing
- Software Vendor (may be granted direct access to the database for support cases and certain updates)

Kronos application and data

Although the Kronos database is not as proprietary as the PowerFAIDS database, the authorization to migrate code is similar. Customized code is not to be introduced into the Kronos database except as provided by Kronos. Updates should be performed by the following authorized personnel.

- Manager of Network Services
- Manager of Administrative Computing
- Software Vendor (may be granted direct access to the database for support cases and certain updates)

Jenzabar EX application and data

The EX database is designed to be customized so that it can adapt to the particular needs of the college. For this reason, code will be migrated more often in this database and by more people. The actual changes may be performed by the following authorized personnel.

- Manager of Administrative Systems,
- Computer Systems Specialist
- Manager of Network Services
- Programmer
- Software Vendor (may be granted direct access to the database for support cases and certain updates)