Banner Security, Training & Deployment Meeting Minutes
February 28, 2011, 3:00pm-4:00pm

Attendees: Chien Shih, Drake Lewis, Susan Malmgren, Suzanne Pfeiffer, Julie Ceballos, Bill Baldwin and Kari Elliott (note taker).

On Going Project Update:
1. Foundation Go Live in March:
   - 2 weeks behind schedule.
   - 1st test March 7, 2011.
   - Finish loading March 4, 2011.
2. BDMS – Hershey Conversion:
   - Script almost complete – complete first week of March.
   - Converted Hershey data will go into a separate cabinet in BDMS.
3. Degreeworks:
   - Mike West (SIG) will need 2 hours and access to system to audit Foothill catalog.
   - June deadline.
4. Leave Reporting:
   - Will need input from Suzanne Pfeiffer.
   - De Anza has issue with EPAF.
   - Leave reporting for faculty is done the old way – Payroll ok with old way.
   - Directive from HR to campuses.
5. Procard:
   - On target.

Objectives:
1. Banner Bulletin:
   - Update every Thursday.
   - FAQs are posted.
   - Batch schedule is not complete yet.
   - Continuity is needed in college calendars.
   - Chien will send out a target announcement this week.
2. Waitlist:
   - Open class list channel on Student tab for Fall quarter.
   - Distance Learning link for late adds to faculty email and add to waitlist.
3. Course Studio Update:
   - Go Live – March 1, 2011.
   - Have 8 testers.
   - Julie created flier to put into faculty mailboxes.
   - Kurt will send out target announcement to faculty.
   - Will turn on for students March 7, 2011.
   - Call Center support for faculty not students; students will contact faculty.

4. Security Report:
    - Auto distribute to team leads (Finance, Financial Aid, HR and Student) who has access to module.
    - Will call meeting with Team leads when report ready.
    - PCI-DSS audit requirement.
5. ARGOS:
    - Evisions trainer – Early April.
    - SIG developer as alternative to Evisions.