

EIS Core Committee

August 29, 2011 Meeting Notes

Attendees: Chien Shih, Cindy Castillo, Bill Baldwin, Tom Roza, Paul Starer, Kathleen Moberg, and Kari Elliott (note taker).

1. Quick Class Finder Channel:
 - Steering Committee has approved.
 - Will be placed in Student and Faculty Tab.
 - Can go live this week.
2. Backfill Dollars:
 - Will email justification form to committee members this week.
 - Funding requests through the end of 2012.
 - Backfill teams with deficits first.
 - Justifications due in 2 weeks – September 12, 2011.
 - Preliminary discussion at next Core meeting – September 12, 2011.
3. Security Classes & Locking Out Terminated Employees:
 - Suzanne will run ARGOS report once a week; review and give Bill list of employees to lock accounts.
 - Bill will initiate Help Desk ticket to lock email, phones, etc.
 - Need a process for student employees.
 - For New Hires:
 - Create an intake form, route to team leads for approval, then route to Bill.
 - Form would have a drop down menu for security class.
 - Initiate when HR receives paperwork for new hires – Chien will bring up to Suzanne.
4. SARS/eSARS:
 - Training moved out to mid-October.