

EIS Core Committee

August 9, 2010 Meeting Notes

Attendees: Cindy Castillo, Kathleen Moberg, Chien Shih, Hector Quinonez, Drake Lewis, Dorene Novotny and Kari Elliott (note taker).

1. Review Backfill Dollars:
 - Review Backfill Dollars spreadsheet.
 - HR/Payroll still reviewing their backfill dollar needs.
 - Finance still reviewing their backfill dollar needs.

Backfill Dollars Requester	Department	Amount needed for end of Year
Tom Roza	Technical Team	\$24,000
Kathleen Moberg	Student	\$92,000
Kathleen Moberg	Student – Degree Works	\$50,000 (contingency fund)
Cindy Castillo	Financial Aid	\$11,000 (\$24,420 for end of FY)
Shirley Treanor	Instructional Support-Catalog Staff	\$10,000
Shirley Treanor	Instructional Support-FH Finance	\$8,000
Rose Meyers	Student	2 TEAs
Paul Starer	Instructional Support	\$109,000

Update spreadsheet to include July for next meeting. Teams to review Backfill Dollar needs (staffing needs, overtime) for the end of Fiscal Year (June 30, 2011) and email to Chien next week. Chien will collect responses and send out to Core Committee. Review and discuss needs at next Core meeting in two weeks and take recommendations to Steering Committee.

- Plan for Backfill Dollars.
 - Implementation agenda.
 - Training on new system.
 - Secure money to support staff.
2. BDMS:
 - Budget for equipment - scanners.
 - Time frame.
 - Need to discuss.
 3. Financial Aid Emails:
 - Set up email type
 - Still active
 - Target message under Luminis will pick FHDA address for student employee; Matt has not run the program for picking PE yet.
 - Matt's program will run August 30th after the bulk of registration is done.
 4. Refresh Data – Financial Aid:
 - Data is too old in PRODN.
 - Tom Roza is on vacation & no update can be provided.
 - Chien will get back to Cindy about cloning newer data to PRODN.

Take Away Items:

1. Deadline for submitting Backfill Dollar requests to Chien is next week. Chien will collect & distribute responses and will discuss in next Core Meeting in 2 weeks.
2. Backfill Dollar request is for the end of fiscal year, June 30, 2011; not end of year, December 31, 2010.
3. HR/Payroll and Finance have not submitted requests for Backfill dollars yet.
4. Issues should be resolved internally; outsourcing may not always be the best solution.