

EIS Core Committee Minutes

May 14, 2012

Attendees: Chien Shih, Kevin Harral, Paul Starer, Tom Roza, Drake Lewis, Kurt Hueg, Robin Lyssenko, Fred Sherman, Bill Baldwin and Kari Elliott (note taker).

Agenda Items:

1. Request from archivist to move all catalogs from 1983 forward into Banner; student had requested her help with looking up class descriptions for transcript.
 - A & R office handles this type of request; Core Committee members decide not to move catalogs into Banner.
2. Review Outlook Exchange Implementation Calendar.
 - Similar functional users have been grouped together for conversion.
 - Pre-conversion meetings with target audience, one in the morning, one in the afternoon, over a 1-2 day period.
 - Will provide documentation at pre-conversion meetings.
 - Follow up meetings will be scheduled for Tuesday after conversion.
 - ETS will be the first group converted; next will be Super Users, mixed group of users from both colleges and District.
 - Concerns about converting during the first week of Summer quarter if conversion does not go well.
 - Should have flexibility about add codes and due dates; further discuss with A & R office and deans.
 - Email from Active Roster will not be impacted by conversion.
 - Student will not be able to contact faculty or faculty do not know how to use Outlook.
 - Can affect census date counts.
3. April 9, 2012 Banner outage was caused by failing hardware.
 - Need an 8-10 hour outage window to replace.
 - Complete testing this week; bring back to Core team recommended outage window.
4. Student 8.5/CalB 8.6 Upgrade Review – move into Production after Fall quarter starts.
 - Found bug with Firefox browser using SSB; has been reported.
5. Student Checklist on MyPortal.
 - Phase 1 – put list on Student tab on MyPortal – completed.
 - Phase 2 – have programming to check off completed items like the Financial Aid checklist; working on.
6. Faculty Association Mandate:
 - Ready to implement July 2, 2012.
7. Faculty Leave Reporting:
 - On target to roll out before Fall quarter.
8. Oracle 11g Conversion:
 - Convert in Spring 2012; complete by end of calendar year 2012.
 - Still need 2 outage windows.
 - Currently testing database.
9. Hyperion and ARGOS.
 - Schedule another training June/July time frame for HR.
 - Eventually will phase out Hyperion.
10. Academic History Roll – Data Impact stored on disks (Foothill):
 - All Hershey data has been moved into Banner.
 - 5,000 pre-2000 students who were not in Hershey need to be moved into Banner.
 - Currently cleaning up ID data.
11. CalPERS Benefits Conversion – complete by June 30, 2012:

- Testing going well.
 - July 11, 2012 Payroll test; July 20, 2012 run payroll.
12. Email/Calendar Replacement Implementation – Go Live July 1, 2012:
- Phase 1 – using email through Outlook Web Access (OWA).
 - Website has been setup: <http://ets.fhda.edu/exchange>
13. FSA Atlas:
- Servers installed; ready to install software.
 - Working on developing test plan with International Students office.
 - Foothill will go first, then De Anza.
 - Looking into Banner Recruitment module to use for tracking international students.
14. Foothill Early Summer Registration:
- Registration has already begun; no issues reported.
 - Distinguish early Summer from regular Summer.
 - ARGOS report for Finance.
 - Financial Aid testing – need to clone PRODN for Student data before June 11, 2012.
 - Tom will work with Kevin.