EIS Core Committee Minutes
July 1, 2013

Attendees: Chien Shih, Paul Starer, Kathleen Moberg, Tom Roza, Kevin Harral, Suzanne Pfeiffer, Joe Moreau and Kari Elliott (note taker).

1. Approve last meeting minutes – team approves.
2. Installment Plan.
   - Waiting for Steering committee approval on installment fees.
   - Communication to students – colleges will take care of.
   - On schedule.
3. ID Card/Pay to Print.
   - Two printing methods.
     - Cloud printing; 8 digit release code to bring up job, swipe ID card to pay.
     - Icon cloud on lab machines; save to drive and upload into cloud.
   - Can do both methods.
     - Need to communicate to students.
     - Create training video.
4. Clockwork- request from De Anza DSPS.
   - Complete Spring 2014.
5. Clipper Card/Eco Pass.
   - Foothill is delaying implementing Eco Pass.
   - De Anza will phase out Eco Pass and implement Clipper Card.
   - Embedded card, send flat file to VTA nightly; activates card.
6. Core Team/ETS Team Retreat.
   - List of liaisons with functional users for ETS to use.
   - Better manage maintenance of Banner.
   - Staffing plan for future.
   - Benchmarks for certifying changes ; formalized testing plan.
   - Core Team will approve agenda ahead of time.
7. Discuss functional user vs. technical staff job assignments.
   - With Banner functional users do more technical work.
   - Need list of liaisons.
8. Backfill dollars.
   - Sweep into one account for BDMS, Workflow, etc.
   - Need agreement on balances.

Take Away Items:
1. Start sweep except for Luminis account, more discussion is needed.