

## **EIS Core Committee**

### **September 12, 2011 Meeting Minutes**

Attendees: Chien Shih, Cindy Castillo, Bill Baldwin, Tom Roza, Paul Starer, Drake Lewis, Suzanne Pfeiffer, Hector Quinonez, Kurt Hueg and Kari Elliott (note taker).

1. Student Tab:
  - Agreed to give access to all users.
2. Quick Class Finder Channel:
  - Up and running.
  - Request has been made for non-students to have access.
    - Both colleges have links on their web pages for open classes; no need to give access.
  - A class will show up on open list if there is an opening while cycling through the waitlist; class should not show up as open because it has a waitlist.
3. Backfill Dollars:
  - Final submission – September 26, 2011.
  - Present to Steering Committee – October 25, 2011.
  - Concern was raised over Shirley Treanor's request for backfill dollars to be used for working out of class.
  - Chien will email documented criteria for backfill dollars.
4. Security Classes & Locking Out Terminated Employees:
  - Suzanne will run ARGOS report once a week; review and give Bill list of employees to lock accounts.
  - Need a process for student employees.
5. SARS/eSARS:
  - Training moved out to mid-October.

#### Take Away Items:

1. Finalize budgeter for backfill.
2. Final budget due September 26, 2011.