

1 Meeting Logistics

	Description
Date	Monday, July 27, 2009
Time	2:00 – 4:00 p.m.
Location	Foothill Campus, D260

2 Attendees

	Name
Facilitator	Deb Treacy, Primary; Chien Shih, Secondary
Minute Taker	
Time Keeper	Deb Treacy
Core Team Participants	Cindy Castillo, Kim Chief Elk, Kari Elliott, Joe Lampo, Kathleen Moberg, Eloise Orrell, Hector Quinonez, Tom Roza, Linda Wooden, Lydia Hearn, Kurt Hueg, Andrew LaManque, Roseann Myers, Frank Nunez, Carmen Redmond, Drake Lewis, Fred Sherman, Bernata Slater
Not in Attendance	

3 Agenda & Minutes

Topic	Owner	Minutes
Review Agenda	D Treacy	
Review of open items from previous meeting	D Treacy, C Shih	<ul style="list-style-type: none">Mini-Summit (HR/Payroll and Student) August 5 – 6, 2009—Goals and ObjectivesBPA ArtifactsSteering Committee Members—Business Areas/Processes they representFinance Reporting Requirements—Status on fulfilling
Review of Open Items/Issues Log	D Treacy	Copy as of 7/26/2009 included with agenda
Review of draft project schedule; goals and objectives we must fulfill; refine prior to HR/PR and Student “mini-summit”	D Treacy	‘Draft’ as of 7/26/2009 included with agenda

4 Decisions

5 Action Items

Items to be followed up on resulting from the meeting:

Action Item	Owner	Due Date	Status