1   Meeting Logistics

	Description
Date	**Monday, September 21, 2009**
Time	**2:00 – 4:00 p.m.**
Location	**Foothill Campus, D270**

2   Attendees

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

3   Agenda & Minutes

Topic	Owner	Minutes
Review Agenda	D Treacy	
Review of August 24th meeting notes	D Treacy	Changes/questions (pdf copy is provided)
End User Training Strategy	C Shih	• Review of revised strategy and current activities. • September 28th and 29th Finance sessions to be facilitated by Linda Wooden.
Status--Creation of Banner 8.x preproduction environment	T Roza	• Requirement for meeting Finance go-live on Banner 8.x • Tables to be populated in the environment (validation, business rules)
Review—Release level for Financial Aid, Mock Tests November 16th	T Roza	• Strategy for applying CALB 8.2, Banner General 8.2, FinAid 8.5 (regulatory requirements—mandatory point release). • FinAid 8.5 is not required for the 11/16 mock business scenario.
Online payments through TouchNet (separate merchant accounts for two colleges)	C Shih, H Quinonez	• Credit card feeds • Sales returns • Credit card charge backs
Changes in existing cashiering function	K Moberg	• With the implementation of Banner Student AR functionality, the cashiering role must be revisited. • System focus for the position. Steering committee involvement/decision?
Status--Etudes and Moodle integration requirements	C Shih, K Hueg, Student Leads	• Who will develop integration? (Internal or SunGard Higher Education) • Design specifics that will be included—periodic/batch or real time • Desired integration with Luminis/Banner
Late Add Code Requirements	K Hueg, K Moberg	• Currently print sheets of labels with add codes and Etudes online functionality.

Topic	Owner	Minutes
		• Discuss perceived/desired functionality in the Banner processing environment.
Status of HR Luminis requirements	K Hueg	• Test environment target of November 1st • Dependencies that must be in place to meet this goal
Liquid Office requirements	C Shih, K Chief Elk	• Luminis integration requirements—will it need to be incorporated into the portal
Triggered/targeted announcements out of Banner	K Hueg, Core Team	• Discuss/understand requirements • Understand how they will be generated, e.g. welcome e-mail to students once registered, drop for non-payment (currently batch program)
Review of upcoming SunGard Higher Education consulting sessions	D Treacy	
Review of open items/issue log	D Treacy, C Shih	

4 Decisions

5 Action Items

Action Item	Owner	Due Date	Status
Create and maintain decision log.	D. Treacy	Immediately	In process of developing based on FHDA requirements
Decision on database Luminis test/development environment is to be attached to. (TST8 for an environment populated w/data allowing simulation of the user experience in designing content)	C. Shih	9/16/2009	Noted on Open Items/Issue Log. Meeting to be scheduled the week of 8/24 to discuss pros and cons of options. Updated 9/15/2009—meeting to occur Wednesday, September 16th.