

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

3 Agenda & Minutes

Topic	Owner	Minutes
General Information	D Treacy, C Shih	<p>Chien shared CCCApply funding has been approved (received the information via State Chancellor's office); grant money will be awarded to FHDA. An application form is to be provided Chien. XAP is fully aware of FHDA's requirements—they were asked to provide additional details, which will support our planning efforts. Also, Chien has requested a quote for incorporating BOG functionality. The budget that will be available will be critiqued—funding for CCCApply will cover a 1.5 year period. Cindy mentioned that BOG for the state may not be required and must be analyzed—CALB has functionality built in, which must be critiqued to see if the business need is fulfilled. It is believed that the solution/integration should not take long to implement. It is recommended that we do not perform the install ahead of the time since at the time you move into the system fees start to be accrued. Preliminary fact finding is occurring.</p> <p>BDMS—Banner Documentation Management Suite. Preliminary schedule has been discussed with Louis Chien, SunGard Higher Education. The goal is to facilitate the Needs Assessment beginning in August, perform the installs in September. Scanning functionality and allowing attachments (images) to Banner documents (e.g. purchase orders, requisitions, checks, etc.) is a benefit gained with implementing BDMS/imaging. Finance will be the initial prototype this fall—based on lessons learned, we will be able to develop a model for deploying the solution to other business areas.</p> <p>Scanning requirements will be determined during the Needs Assessment, which will include capacity requirements.</p>

		<p>Hyperion reporting system—the goal is to move it to a web platform accessible via Luminis. Further Hyperion requirements/needs will be built into the project schedule.</p> <p>The next Mini-Summit has been scheduled for August 5th and 6th...during that time we will review the goals/objectives of the 2009/10 project plan (e.g. schedule). HR/Payroll and Student system functionality will be the focus of the meetings during next week: Differences and commonalities. The goal is to have a cohesive strategy going forward.</p>
Reporting	D Treacy, C Shih	The concern was raised regarding the completion of the Finance-required reports—their status for completion and the timing for deploying into production. Additionally other business areas' requirements have not been accounted for. As a result a follow-up meeting is to be scheduled Wednesday, July 29 th , to capture the detail and understand the status.
Review of Open Items/Issues Log	D Treacy	The Core Team is to review the open items/issues log and determine that all items are correctly categorized and that all items have been captured. Do note, it was acknowledged there will be items that will be managed at the team level; those that cannot be resolved by the team will be escalated to the overall project log.
Review of draft project schedule; goals and objectives we must fulfill; refine prior to HR/PR and Student “mini-summit”	D Treacy	The initial draft of the project schedule was reviewed. Each Core Team member is asked to review their requirements ensuring the accuracy of the activities/milestones. <i>This feedback is requested by Thursday, July 30th.</i>

4 Action Items

Items to be followed up on resulting from the meeting:

Action Item	Owner	Due Date	Status
Schedule Finance Reporting Meeting 6/29/2009	Hector	7/28/2009	Open
Review approval queue process and incorporating Administrative Assistants in the approval queue 'review' process.	Hector with input from Jon Langlois	7/31/2009	Open
Review of Open Items/Issues Log	All Core Team Members	8/3/2009	Open
Review of draft project schedule for each business area	All Core Team Members	7/30/2009	Open
Meet to discuss HR/PR channel requirements (Luminis)	Kurt and Kim	Will be determined	Open