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

3   Agenda & Minutes

Topic	Owner	Minutes
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. Morning training sessions will be facilitated Monday, 9/28, and Tuesday, 9/29, with the afternoon reserved for walk-in assistance in a lab setting. One day will be facilitated at Foothill and the other at De Anza.
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) The technical area will be using this as an opportunity to refine technical requirements for the Banner 8.x go live of Finance in November. The expectation is they will have a conversion of the existing Banner 7.x environment to Banner 8.x completed by October 1st. The target is to have the environment ready for turn over to the Finance area by the end of October for the testing and review of the pre-production environment (Finance is targeting performing the testing during the beginning of October).
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.

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		Feedback required by September 30th →The teams, along with their SunGard Higher Education consultants, should determine the required releases that must be in place for the mocks (interdependencies included) and for the go-live milestones. This will allow the ETS area to plan/strategize the application of releases. Testing of the releases must be performed to ensure functionality/processing is as expected.
Online payments through TouchNet (separate merchant accounts for two colleges)	C Shih, H Quinonez	• Credit card feeds; Sales returns; Credit card charge backs In regard to the payment gateway (e.g. Touchnet)--options are being researched to determine the most cost effective method for the District to facilitate credit card processing: Flat fee transaction processing; license fee plus maintenance cost. Student Accounts Receivable: The detail code configuration between the two Colleges differ allowing identification of charges to the respective institution (categories have coded in the same distinct manner). Term codes indicate whether a transaction is tied to Foothill or De Anza. Hector recommends a follow-up meeting to discuss the reconciliation process and the correct application of payments. As noted these are two areas where errors could occur. It is also recommended that a crosswalk of the detail codes should be created for cross referencing. Two merchant codes: It is important to distinguish between Foothill and De Anza. Distinct merchant codes will assist with efficient refunding coming through the bank and determining which campus is should be directed to. It is the understanding of the staff participating in training that they are locked in to the single merchant code model.
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? Items discussed include the need to identify the changes in the cashier processing model and those that must be directed to the Steering Committee must be done so to ensure a timely resolution. Areas of impact include:

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		• Holds for nonpayment—concurrently enrolled students; the process monitoring holds and removing if required. • Application of payments and the hierarchy of applying payments to outstanding charges • Dropping for nonpayment—accommodating individual institution policies especially if there are outstanding balances at each • Combined statement for both Foothill and De Anza • Multi-campus versus single campus payment gateway and resulting requirements • Refunds—consideration for the multi-campus/concurrent students There is a need to understand if baseline Banner has the ability to produce separate statements (schedule/bills) for student AR. As noted by Hector the large issue is the tracking of revenue and receivables (collectibles)—Foothill versus De Anza. A decision making process/model must be put in place for items affecting business processing (e.g. drop for nonpayment) and ensure consistency across the District—these could spawn from either policy requirements or a system restriction requiring a change in business process. One possible model is a functional task force who would look at the process, make the recommendation and forward a recommendation to the steering committee for a decision.
Status--Etudes and Moodle integration requirements	C Shih, K Hueg, Student Leads	***Defer to 10/5/2009 Meeting*** • 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	***Defer to 10/5/2009 Meeting*** • Currently print sheets of labels with add codes and Etudes online functionality. • Discuss perceived/desired functionality in the Banner processing environment. • New CALB online functionality which precludes the printing of labels and introduces online functionality.
Revised HR/Payroll Go Live Date	K Chief Elk, C Shih	During last week's session 34 issues were identified that need to be resolved in support of the HR/PR and budget implementation. Bernata discussed key budgetary and lapsing requirements that must be fulfilled by the new processing model. Additionally staff must be knowledgeable in performing their day-to-day tasks within the Banner system.

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		Alternate go live dates were discussed including July 1, 2010 and January 1, 2011. SunGard Higher Education had presented the (phased approach) model of bringing up a single pay ID January 1, 2010 (students and casuals) with the larger population July 1, 2010—allowing staff to refine processes and procedures. Neither the July 1st or phased approach of going live are acceptable. A concern was raised if there was a sprint to January 1st there was no suitable back up *(e.g. remaining on the legacy system throughout 2010 or until July 2010).* Chien explained the model of rapid resolution of analyzing the issues and having a two week intense training where users would be trained and then spend 'lab time' to practice. This would be an iterative process for a two week duration. It was clarified the users understand the components that are delivered during system education--a key factor is adapting this skill/knowledge to the processing that is required to fulfill their day-to-day position requirements. Backfill funds are available; however, it is not practical to bring in interim staff due to the training requirements. It was raised, if HR/PR does not go live January 1, 2010, is there still a way to go live with student payroll January 1? (Recognizing timesheet detail is captured in December.)
Status of HR Luminis requirements	K Hueg	***Defer to 10/5/2009 Meeting*** • Test environment target of November 1st • Dependencies that must be in place to meet this goal
Liquid Office requirements	C Shih, K Chief Elk	***Defer to 10/5/2009 Meeting*** • Luminis integration requirements—will it need to be incorporated into the portal
Triggered/targeted announcements out of Banner	K Hueg, Core Team	***Defer to 10/5/2009 Meeting*** • 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	• Linda Wooden's involvement with project. After the week of September 28th Linda will no longer be assigned half-time (every other week rotation) to our project; however, as strategic advisory requirements are needed and she is available to fulfill them,

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		she will be scheduled.
Review of open items/issue log	D Treacy, C Shih	*Defer*