

1 Meeting Logistics

	Description
Date	Monday, October 5, 2009
Time	2:00 – 4:00 p.m.
Location	Foothill Campus, D260

2 Attendees

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

3 Agenda & Minutes

Topic	Minutes
Review Agenda	No changes to the proposed agenda.
Status of the HR/PR Sprint Activities for January 2010 Go Live	<p>Cindy raised the concern that the HR/PR go live (and understanding when it will occur) is critical to the Financial Aid student employment go live requirements.</p> <p>Fred explained we are focusing on a January 2010 go live and are aligning activities and resources to achieve this goal. Last week a team comprised of FHDA and SunGard Higher Education resources met to focus on identifying a means to resolve the twenty-five known gaps/issues: All but three were successfully addressed either through baseline functionality or through a technical alternative. The three remaining gaps/issues involve two for the part-time faculty pay and the other revolving around budgetary concerns. As we move forward with our implementation we will want to use this model for other business areas—a concentrated strategic session to address outstanding gaps/issues.</p> <p>Requirements for student employments “December 2009” go live include (the list is not all inclusive):</p> <ul style="list-style-type: none">• Set up approval queues and the prerequisite activities such as identifying approvers• Luminis access/provisioning accounts• Timesheet entry must be live December 1, 2009• Reviewing existing policies revolving around the processing of the student employee payrolls• Other facets of operational and organizational readiness including communication and expectation management, audit controls

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	A meeting must be set up the week of October 5 th to begin focusing on the student employment requirements to ensure their go live is successful.
Status--Etudes and Moodle integration requirements	<p>It is critical we have the key players involved in determining the requirements; Chien has been having discussions with the campuses in an attempt to understand what the initial requirements are and what the long-term goals/objectives shall be.</p> <p>Kurt explained there is a Moodle adapter available within the open source community; however, in order to move forward (and the impact on the Luminis portal requirements) we need to understand interface needs.</p> <p>Currently a separate ID is required with Etudes. Kathleen explained we must move away from this model due to the significant clean up of identities (multiple IDs) in Banner.</p>
Late Add Code Requirements	<p>Etudes has the functionality to allow addition of add codes. The current process involves producing labels for distribution.</p> <p>We must look at how this functionality will be deployed using the Luminis model—one option to critique is via targeted announcements. Another desired option would be to have the ability to print to pdf the add code detail and direct it to the instructor through a channel.</p>
Status of HR Luminis requirements	<p>Although the agenda item focused specifically on HR, Kurt provided an overview of Luminis requirements, which does include critiquing the requirements for HR/PR.</p> <p>Timeline supporting the Luminis HR milestones:</p> <ul style="list-style-type: none"> • The Luminis development environment will be connected to a Banner 8 (TST8) environment by October 16th. • HR channels will be validated and tested (Banner 8, TST8) by October 23rd. • HR channels functioning with updated HR information and available for use in TST8—October 30th. • Begin meeting with HR team on further verification and validation activities along with Liquid Office generic connector framework (GCF) functionality validated—November 2nd. <p>Additionally planning for deployment supporting other business/academic areas continue including the requirements for Finance, our faculty and Student.</p> <p>Issues that must be addressed prior to HR/PR going live include:</p> <ul style="list-style-type: none"> • Training materials and method for delivery • Operational and organizational readiness including call center support for answering questions • Upgrading Webmail—Fred explained it is acknowledge addressing Webmail is

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	an item that must occur; however, it is a major undertaking and will fall into a future phase.
Liquid Office requirements	As noted the GCF connector for Liquid Office has been developed and is ready to deploy.
Luminis, other	Other requirements discussed include: <ul style="list-style-type: none"> Financial Aid: A first point of entry for a new, potential student may be via the loading of ISIRs. As a result beginning in March 2010 provisioning of Luminis accounts must occur once the Banner ID is created. CCCApply: March 1st is the 'drop dead' for being in Production. Applicants will require Luminis access. (Beginning November 16th a mock admissions business scenario will occur of the CCCApply/Banner admissions integration—the applicant common application dataset is loaded into Banner.)
Triggered/targeted announcements out of Banner	Targeted announcement requirements are currently being analyzed. The goal is to automate the process and minimize manual intervention.
Financial Aid (From Issue Log)	Identified Requirement: Modify self-service so that students have the ability to email or .pdf an unofficial academic transcript and fin aid award "letter". There may be more applications as we move into self-service more, but, according to Dottie, this functionality is not in baseline Banner. The goal is to empower students to serve themselves via SSB (self-serve Banner). As a result we need to determine a method for students to generate unofficial transcripts for verification purposes. <i>This issue is categorized as a "nice to have by fall quarter" (therefore, a low priority).</i>
Review of upcoming SunGard Higher Education consulting sessions	New sessions required: <ul style="list-style-type: none"> A session is required to show staff how to set up cross-listed courses. A session is required to show staff how to set up a new class in a schedule from beginning to end. The suggestion that these should be remote WebEx providing greater flexibility in arranging. (Eloise will check with Foothill staff and see if this is acceptable).
Review of open items/issue log	An updated log will be forthcoming, which will include issues noted during meeting.

4 Action Items

Action Item	Owner	Due Date	Status
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	Core Team/Implementation Teams	9/30/2009	

for the go-live milestones. This will allow the ETS area to plan/strategize the application of releases.			
Schedule Student Employment Meeting to discuss Financial Aid's concerns	Deb Treacy	10/5/2009	Scheduled. Wednesday, 10/7, 8:30 – 10 a.m. Foothill campus, D160