

1 Meeting Logistics

	Description
Date	Monday, October 19, 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, Chien Shih, Tom Roza, Kathleen Moberg, Cindy Castillo
Not in Attendance	Lydia Madden, Eloise Orrell, Drake Lewis, Kim Chief Elk, Fred Sherman, Andrew LaManque, Susan Gaitlin, Frank Nunez, Bernata Slater, Joe Lampo, Sharon Luciw, Kurt Hueg, Hector Quinonez

3 Agenda & Minutes

Topic	Owner	Minutes
Review Agenda	D Treacy	Add item regarding telecommuting policy
Review of October 5th meeting notes	D Treacy	No changes/additions required.
Telecommuting Policy	C Shih	Chien circulated the recently approved telecommuting policy. The period the policy will cover is from October 1, 2009 – January 1, 2012. The policy (configuration) does not provide remote access to the IA Plus application/infrastructure (SIS, HRS, FRS). The policy does not become official until it is announced by Kim Chief Elk. (It is currently under her review/finalization.)
Status of the HR/PR Sprint Activities for January 2010 Go Live (including student employment)	C Shih, C Castillo	<p>Meetings have been held to identify what is required to successfully achieve the January 2010 go live. A technical meeting held today identified key milestones:</p> <ul style="list-style-type: none"> October 31st target completion of all gaps/issues that have been identified as requiring resolution. Weeks of 11/9 and 11/16 end user training. (Recognizing 11/13 is a holiday) 12/1/2009 code freeze--no further enhancements to be applied to environment. The existing 'bubble sheet' time entry process will continue through 12/31. On January 5th the hours will be converted from the 'bubble sheets' into Banner—the payroll will be processed in Banner. The last week of December will be the final conversion of HRIS data into Banner, which will minimize updating both IA Plus and

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		<p>Banner.</p> <ul style="list-style-type: none"> Beginning January 4th time entry will occur in Banner. During January 2009 a job aid will be available for student employees <p>Items requiring further follow-up include clarification of the security process for establishing accounts (Luminis and Banner), process for requesting new accounts, process for establishing the appropriate approvers (along with their access). This must be communicated quickly so there is a clear understanding of the process.</p>
Review of technical readiness activities	T Roza, C Shih	<ul style="list-style-type: none"> The upgrade of the Finance 7.x environment will occur November 19th – 22nd. The timing for streamlining/combining database environments is being revisited—specifically bringing TESTHRS into the TST8 environment. Concerns were voiced during the ETS technical meeting in regard to timing due to activities tied to the HR/PR go live readiness. Finance BDMS go live activities are targeted to occur after the HR/PR go live. Hershey image conversion is targeted for January 2010. (Follow-up note: On 10/20 the decision is to have the Hershey images converted by April 2010 supporting the Admissions' go live.) The Luminis test/development environment has been successfully pointed to the TST8 environment. Finance approvals are live in production. Chien is to send a communication to the users informing them this functionality is now available.
Review of open items/issue log	C Shih, D Treacy	<p>HR/PR issue subsidiary log maintained by ETS—not discussed</p> <p>Overall EIS implementation log (Treacy)...updates occurring during the meeting.</p> <ul style="list-style-type: none"> #1 AR Build of Detail Codes with required FOAPAL--Closed #2 AR Discussion to occur with Dottie Marron week of 10/19 in regard to printing separate schedule/bills (statements). #3 AR Payment Gateway and multiple merchant IDs; processing of separate AR (accounts) for each campus. Defer to Deb Treacy to research and present findings. (Discussion spawned from research that had been performed in regard to multi-institution systems that consolidate AR under a centralized model.) #4 – 8 AR Potential process changes are required. Given pervasive nature of change it may be necessary to escalate to

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		<p>the Steering Committee.</p> <ul style="list-style-type: none">• #12 FinAid counting 'W'ithdrawal grades--Closed• #19 FinAid and the coordinating mock business test scenarios across business areas. Cindy to provide Kathleen with the students FinAid would like to be used allowing for pass through testing.
Review of upcoming SunGard Higher Education consulting sessions	D Treacy	Calendar provided