

MyPortal Enhancement Meeting Minutes

August 1, 2011, 3:00pm-4:00pm

Attendees: Chien Shih, Drake Lewis, Suzanne Pfeiffer, Becky Bartindale, Fred Sherman, Susan Malmgren, Paul Starer, Julie Ceballas, Carleen Bruins and Kari Elliott (note taker).

Objectives:

1. Process – define web page.
2. Get user perspective (staff, faculty and students).
3. Need to review existing tabs with stake holders; make sure needs are being met.

Separate meetings every other week:

- MyPortal Discussion 1 week, MyPortal Enhancement-HR the following week.
- Start meeting schedule next week (week of August 8th) with MyPortal Enhancement-HR.

MyPortal Issues:

1. Single sign on for email and Meeting Maker.
 - Create task list.
2. Centralized database with shared access.
 - Solution for tracking non-transcript certificates at Foothill.
3. Security Issues.
 - Create electronic form and process.
 - Have on employee tab or another tab.
4. Add another tab for employees for:
 - Approval for timecards.
 - Look at budget.
 - Security report access.
 - Temp employee timecard approval.
 - New tab would be based on security class.