

## **MyPortal Enhancement Meeting Minutes**

**August 15, 2011, 3:00pm-4:00pm**

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

### **Objectives:**

1. Process – define web page.
  - Use HR as a model for other District web pages.

### **Web Page Process:**

1. Separate content.
  - MyPortal content.
  - Internal web page content.
  - HR team will be meeting with consultant August 25, 2011; report back results to next meeting August 29, 2011.
2. Omni Update.
  - Will help setup template for \$2,500; will create workspace.
  - Need to decide who will pay.
    - HR will check budget.
  - Need to setup security for the 5 free licenses; will be able to log onto Omni site.
  - Forms – recommended file names be lowercase and have no spaces, use hyphens instead of underscores.

### **Take Away Items:**

1. Division of content for MyPortal and website.
2. Omni Update – clear process for staging and live area.
3. Architecture and go live plan.