

MyPortal Enhancement Meeting Minutes

June 6, 2011, 3:00pm-4:00pm

Attendees: Chien Shih, Drake Lewis, Suzanne Pfeiffer, Julie Ceballos, Chandan Jral, Carleen Bruins, Becky Bartindale, and Kari Elliott (note taker).

Objectives:

1. Best use of real estate space on MyPortal.
 - HR will use Omni Update to update their website.
 - Omni update is offering free license for 5 seats to try out.
 - Can copy over current webpage from district webpage.
 - Look at tabs on current district webpage.
 - Decide what should be moved to MyPortal.
 - Decide what should be used in Omni Update.
 - Go through line by line.
 - Establish policy and procedures.
 - Get statistics for current webpage; Use statistics as guidelines.
 - Establish milestones.