

MyPortal Enhancement Meeting Minutes

July 18, 2011, 3:00pm-4:00pm

Attendees: Chien Shih, Drake Lewis, Suzanne Pfeiffer, Chandan Jral, Becky Bartindale, Kurt Hueg and Kari Elliott (note taker).

Introduction

Maggie as HR consultant to help with HR webpage design.

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.

Take Away Items:

1. HR continuing to review website; not ready to present yet.
2. Establish & distribute Omni Update licenses by next meeting.
 - HR would like on their computers to start working with.
3. Document what goes on MyPortal and website - HR
4. Invite Larry Ching to next meeting (technical support for Omni Update) - Drake