

## **MyPortal Enhancement Meeting Minutes**

**June 20, 2011, 3:00pm-4:00pm**

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

### **Objectives:**

1. HR website redesign will be used as a test group.
  - Start with current district website.
    - HR has begun looking at content.
  - Use Omni Update – have 5 seats licensing.
    - Redesign content; leave current headers.
  - Consider the impact re-designing a major component will have on entire website; better to re-design whole website.
    - HR cannot wait until the District is ready to re-design website; want to change the content of their website now.
2. De Anza shared how they updated their website using Omni Update:
  - Tag existing pages.
  - Create templates based on current look and feel.
3. Enhance content, not redesign website:
  - HR wants to enhance content, not change look and feel of website.
  - Want to combine Employment Services, Personnel, Benefits and HR.
  - Design in Omni Update and bring to meetings to discuss.

### **Take Away Items:**

1. High level project plan/schedule.
2. Split content; what to put on MyPortal and what to keep on District website.
3. What HR wants to achieve with enhanced content.