

## **MyPortal Enhancement Meeting Minutes**

**May 23, 2011, 3:00pm-4:00pm**

Attendees: Chien Shih, Susan Malmgren, Bill Baldwin, Drake Lewis, Carleen Bruins, Becky Bartindale, and Kari Elliott (note taker).

### **Objectives:**

1. Change meeting name from Banner Security, Training and Deployment to MyPortal Enhancement.
2. MyPortal will have more internal information on it; District website will be more general, available to the public.
  - Currently a lot of information on District website is duplicated which makes it hard to do updates; have to make sure all duplications are updated.

### **Take Away Items:**

1. Create a core group; invite others as needed.
  - Chien Shih, Susan Malmgren, Drake Lewis, Paul Starer, Carleen Bruins, Julie Ceballos, Kurt Hueg, Marissa Spatafore, Becky Bartindale and Kari Elliott will be core group.
  - Use HR as a test group.
2. Meet after Memorial Day with HR – initiated by Dorene Novotny.
  - Invite Suzanne Pfeiffer, Dorene Novotny, and Chandon Jral.
  - Objective of meeting is to discuss employee tab in Banner; goal setting meeting.
  - Meet every 2 weeks beginning June 6, 2011.
  - Meeting Maker invitations will be sent out.
  - Give HR homework after first meeting; decide what information should be internal (employee tab) and what should be public (district website).