

EIS Steering Committee
August 23, 2011 Meeting Minutes

Attendees: Chien Shih, Fred Sherman, Dorene Novotny, Suzanne Pfeiffer, Letha Jeanpierre, Sherri Mines, Kevin McElroy and Kari Elliott (note taker).

1. Team Accomplishments:

- ARGOS Roll Out Plan.
 - Follow up training scheduled for week of August 29, 2011; 51 users signed up from both colleges.
 - Total reports submitted for development: 101, completed: 23, under testing: 19.
- Fall Registration.
 - 19,171 registered at De Anza.
 - 10,845 registered at Foothill.
- 3CBG Conference – September 29, 2011 (Walnut Creek Marriott).
 - 48 FHDA users registered.
 - 2 presentations and 1 panel discussion sponsored by FHDA.
- Financial Aid and College Cashier offices successfully completed the new fiscal year disbursement July 11, 2011.
 - Anticipate big change in SGHE software to reflect the Federal debt ceiling cut for the '12-'13 year.

2. Project Status:

- Banner Document Management Systems (BDMS).
 - Conversion to production has been completed.
 - Support to replace scanner at De Anza college – Letha approved.
 - Need to convert data Foothill has stored on portable drives.
- Banner backfill dollar allocation plan.
 - Chancellor staff in discussion.
 - Bring to Core Committee August 29, 2011 for allocation discussion.
 - Bring to Steering Committee September 27, 2011 for approval.
- Degreeworks.
 - Foothill.
 - September 26, 2011 go live for counselors.
 - January 9, 2012 go live for students.
 - De Anza.
 - October 19, 2011 go live for counselors.
 - January 9, 2012 go live for students.

Faculty Association Contract date vs. Banner start date.

- Move all first week class start dates to quarter start dates; leave the rest of the classes alone to follow Banner operating procedure.
- Testing will start September 12, 2011 and be completed September 30, 2011.
- Report to Steering Committee results of test at October 25, 2011 meeting.
- Open/High Demand Class List Proposal.
 - Approve by Core Committee August 15, 2011.
 - Seeking approval by Steering Committee August 23, 2011.
 - Committee members approve after viewing demo.
 - Committee members also approved making Student tab available to all users, not just students.

- SARS/eSARS.
 - Phase I – training the college administrators.
 - Estimate cost of training - \$6,000.
 - Proposed training dates: September 1st to give college management overview; afternoon training for ETS personnel training.
 - September 6th and 7th to train colleges.
 - Phase II – platform consolidation and support procedures – TBD.
 - Phase III – Stephen Fletch request for eSARS.
- Faculty Leave and substitute pay Banner integration (EPAF Replacement).
 - Project team formed.
 - Project schedule.
 - Specification ready – mid-September 2011.
 - Dean and department approval – end of October.
 - Faculty Association approval – end of November.
 - Final approval of specs – mid-December
 - ETS programming – end of February 2012.
 - Testing – March 2012.
 - Roll out – end of Spring quarter, April 2012.
- Oracle Database upgrade and Disaster Recovery Site.
 - Upgrade Oracle database from 10g to 11g by January 2012.
 - Move test & development incidences to Disaster Recovery site.
 - Virtualize Disaster Recovery site by middle of 2012 for hot site backup.

3. Budget (Banner Implementation).

a) Scheduled to completion	\$245,700
b) Budgeted	\$228,000
c) Contingent	\$900,000