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

1. **Team Accomplishments:**
   - BDMS (Banner Document Management System).
     o Both colleges A & R offices went live on schedule.
       ▪ De Anza's new scanner has been installed.
     o Project team preparing for next go live target – Finance/Purchasing.
   - SARS/eSARS Integration.
     o Phase I – training completed.
     o Phase II – platform consolidation and support procedures – In progress.
     o Phase III – prioritize by college task force.
2. **Project Status:**
   - Discontinue of legacy system (IAPlus) support.
     o Support discontinues target date – June 30, 2012.
       ▪ Hard to find replacement parts for hardware.
     o User survey completed October 28, 2011; review results November 11, 2011.
     o Setup team review meetings for requirement gathering December 2011.
   - Banner backfill dollar allocation plan.
     o Team leads submitted requests – deadline was September 30, 2011.
     o Discussed by Core Team October 3rd and October 24th.
     o Will bring to Steering Committee after Core Team deliberation.
   - Degreeworks.
     o January 9, 2012 go live for students at both colleges.
     o Project team meets on a weekly basis.
     o Involving student activities in marketing.
     o Implementing a channel for Degreeworks on student tab.
     o Critical success factor for project – Counselors' participation and learning of Degreeworks. This was identified by project team as a significant risk factor for project go live on January 9, 2012.
   - Faculty Association Contract date vs. Banner start date.
     o Move all first two week classes start dates to quarter start dates; leave the rest of the classes alone to follow Banner operating procedure.
     o Review impact statement (handout).
     o Chien will clean up and finalize the impact statement and distribute for review.
   - Faculty Leave and substitute pay Banner integration (EPAF Replacement).
     o Project team formed.
     o Project schedule.
       ▪ Specification ready – mid-September 2011; completed.
       ▪ Dean and department approval – end of October; completed
       ▪ Faculty Association approval – end of November; in progress
       ▪ 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.
- Financial Aid Disbursement/Cashier Office support and UC4 job automation.
  - Job automation for cashier office disbursement process – November 15, 2011.
  - UC4 batch job automation implementation schedule.
    - Installation of application – end of 2011.
    - Internal training – January 2012.
    - In production – March 2012.
  - Process improvements with District finance office are in progress.

3. **Upcoming Projects**
- Banner and Curriculum Management System integration.
  - Meeting with both colleges.
  - Next step – Core Team evaluation.
- Banner and Placement Test integration.
  - Project formulation.
  - Kathleen Moberg will be the lead for De Anza; Laureen Balducci will be the lead for Foothill.
- Banner Student Installment plan.
  - RFP

4. **Budget (Banner Implementation).**
   a) Scheduled to completion $295,700
   b) Budgeted $152,470
   c) Contingent $890,000