

# Winter Registration Weekly Go Live Meeting Minutes

January 6, 2011 8:00am-9:00am

Attendees: Chien Shih, Tom Roza, Pat Fifield, Rich Schroeder, Joan Pena-Ferrick, Stephanie Franco, Susan Malmgren, Becca Levin, Jerrick Woo, Joe Lampo, Drake Lewis, Kathleen Moberg, Ron McFarland, Gordon Poon, Rachel Tai and Kari Elliott (note taker).

1. Winter Registration:
  - 20,000 registered at De Anza.
  - 12,900 registered at Foothill.
2. Student/Registration Issues:
  - Shawna is having problems with some forms; Joe has forwarded to Xioabin Li at SGHE.
  - Add codes do not work consistently with waitlist; issue is flakey and cannot be reproduced.
  - Payment Gateway:
    - Currently working, occasionally session timeouts still occur – service request has been reactivated.
    - Financial Aid disbursement begins next week; won't know until the 3<sup>rd</sup> week of quarter if there are issues, this is to vindicate the solution of payment apply from the cashiering office.
3. Security:
  - Report deposit area (Banner Reports channel on Banner Tab) allowed users to view all reports.
  - Core Committee and Security Team recommended tightening up security; security has been tightened and only the person who ran the report can see the report.
  - Complaint from users who need to view reports after security tightened.
  - Will collect a list of joint reports for each department and get approval from Team leads to issue exceptions to users who need to view reports.
  - Student employees should not have access to INB during non-work hours; cannot turn off access at certain times, all or nothing.
  - Will review list of users with access to INB with Team leads.
  - Once Student Information channel goes live the end of February, begin to remove INB access to users.
  - Turnaround time for granting or limiting security access is 24-48 hours after receiving request; working on automating process.
4. Degreeeworks:
  - SGHE has finished scribing Foothill catalog.
  - No access to what has been built to review and verify is correct.
  - Need to see what has been built for Foothill before allowing SGHE to begin scribing De Anza catalog.
  - Still have not received calendar for training – Chien will follow up.
5. Foundation – Go Live March 1, 2011
  - Common matching complete
  - Getting ready to migrate from TST8 to TRN8.
  - Status meeting scheduled for next week.
  - Weekly meetings beginning January 25, 2011.

- Daily meetings beginning in February 2011.
6. BDMS:
- SGHE has finished Hershey extract program.
    - Colleges can continue to scan into Hershey.
  - Test platform is set up in TRN8.
  - Colleges will need to verify correct and how to use BDMS.
7. Yearend Reporting:
- 1099s will be done in house – on target.
  - W2s and 1098ts will be outsourced to Premamail; files almost ready – on target.
8. New Channel in Employee Tab:
- Current issues with status updates.
  - Upcoming schedule of planned outages.
  - In place by end of month.