***CIT Meeting Notes March 8, 2012***

Agenda:

*Richard started the meeting by encouraging the committee members to help disseminate the information in these meetings to their campuses.*

* Upgrades
	+ Banner – 3/24-4/1/2012 – *On schedule*
	+ Luminis - Expected 8/2012
	+ ODS – 8.4 scheduled for release in Q3 2012
	+ Others?
* Research and Planning
	+ Researching Travel Process Changes – *Following a field trip to NOCCCD to see how they handle travel. They use Banner’s purchase order as the basis of their travel process. The process uses approvals queues and encumbers the funds with very little custom work (primarily a new report and online reimbursement worksheet). Our Finance department will create a test to see if CCCD can adopt a similar process.*
	+ Real Application Cluster (RAC) – 5/28/-6/8 – *Once implemented, RAC will provide a fail-over of the Banner database.*
		- In production 6/9 0r 6/10. – *Richard asked each campus to check with their CIT committees to approve the ½ downtime on one of these dates. The initial consensus was – OK.*
		- ½ hour of downtime.
		- Please notify your campuses.
	+ DegreeWorks – *Richard reported that Andreea is working with SCT to develop a proposal to implement DegreeWorks. If approved, implementation will start in summer 2012.*
	+ SARS Grid Interface – *Richard requested and received a work order from SCT. However, the work order was missing some important clarification (multi system installation and compatibility within our Banner environment. SCT will send an updated work order.*
	+ *Self Service Budgeting – Wanda reported she is working with DIS and SCT to implement this module by spring 2012. Once implemented, this will bring some budgeting functionality into the user friendly Self Service module.*
* Implementation Updates:
	+ E-PAF – Scheduled for mid-July 2012 – *Geri reported that the district office will pilot the ePAF prior to the campuses.*
		- Upload file process available – *Geri reported that DIS is working on a upload process where the campus would provide a file based on DIS’ specification to load into Banner. GWC currently uses a macro in Excel to print the PAF from the faculty worksheet and wished to maintain similar functionality.*
	+ Axiom – *No update*
	+ CollegeNET – *Attended R25 user training Jan 17-19 2012, and Series25 Functional Administration training Feb 27-March 1. Series25 User Training is scheduled to begin on March 20th, 2012. OCC is making good process with an expected rollout beginning in fall 2012. Due to staffing, GWC and CCC deployments are a little behind OCC.*
	+ Quick Application for District Students – Scheduled for end of March 2012
	+ fsaATLAS – Scheduled for mid-March
	+ Others? – *Paula reported that the Student Team is developing an Online Graduation process in Banner. The Team has set a deployment date of May 31, 2012.*
* CCC CIT Report – *No report*
* GWC CIT Report – *Jeff reported at their last meeting, they reviewed the mobile applications which are being developed for/by CCCD. They also reviewed an draft procedure for requesting new reports. Jeff expressed the need for some HR reports which Geri said she may already have. She shared the report with Jeff to see if it meets his needs. The whole Team discussed the frustration of getting the word out about what reports have already been developed with a good generic description. Possible methods will be researched.*
* OCC CIT Report – *Melissa, Nathalie, and Eric reported they are: researching a photo roster for placement tests, and One Card (a prepaid credit card); implementing e-Transcripts, SAP for summer 2012, and migrating their website to SharePoint by summer 2012.*
* DIS – *Based on the earlier discussion regarding information dissemination, Paula suggested the creation of a Technology newsletter similar to NOCCCD’s. Richard will look into this. Wanda mentioned a problem she has when printing a PDF from Discoverer after her Windows 7 upgrade.* ***Tony Lyn of DIS Tech Support is working on a solution.***
* Next Meeting – May 17, 2012