

EIS Steering Committee
Meeting Notes
February 26, 2007

Attendees: Bob Barr, Kim Chief Elk, Kathy Kyne, Andrew LaManque, Sherri Mines, Dan Mitchell, Mike Murphy, Hector Quinonez, Chien Shih

Chieh gave an update on the procurement of the Decision Director Tool to develop the requirements for the EIS replacement. There were 2 responses to our request for proposal: (1) Advantiv and (2) Cedarcrestone with pricing \$192,000 and \$140,000 respectively. After interviews with the vendors and negotiation of pricing, Advantiv will be forwarded to the Board on March 5, 2007. Pricing for Advantiv is \$97,500 plus travel expenses.

Chien and Kathy have completed the briefing to all shared government groups except the Foothill Classified Senate scheduled for March 1. Chien related some of the discussion items from those groups. In general, there has been a lot of interest and good questions. There is a concern about the calendar running into final exams, vanilla implementation might be difficult and time requirements enormous. The general consensus appreciates the importance of the new EIS system and everyone will work to ensure the new system will have a positive impact for faculty, staff and students.

On March 6, Kathy and Chien have scheduled a telephone conversation with Dan Miller of Advantiv to outline the next steps including the possible dates for a kick-off and training meeting for the participants.

It was suggested that a goal/mission statement be developed for this project. Kathy and Chien will provide a draft for the next meeting.

Kathy distributed the following documents: (1) Project Timetable; (2) Team Member Roles, (3) Proposed Functional Teams and (4) template for assigning members to the Function Teams for the groups review.

The following issues were raised which may impact the Project Timetable: (1) the April 4-20 overlaps Spring Recess by a couple of days; (2) the audit begins in the May-June timeframe and (3) final exams will begin June 18-25 and may have some impact. Dates to be considered as the project unfolds.

After some discussion, it was agreed to create a seventh functional team: Facilities/Operations to address the tracking of construction issues as well as the stand alone work request process. Technical Committee was changed to Technology.

There was a suggestion that the Admissions and Records Functional Teams could be collapsed into one to take advantage of cross -functional review between these two teams. Kathy noted she separated the teams to distribute the workload to more people. It was

suggested that cross-functional review can be accomplished by including appropriate subject matter experts on the groups.

Due to time constraints, committee members were asked to review the Team Member template and to share their suggestions with Kathy.

For next meeting March 13, 2007 – District Board Room:

1. Finalize the Team Members
2. Confirm the kick off and training dates
3. Discuss student participation
4. Goal statement