

BDM Meeting Minutes

May 20, 2014 - 10:30 a.m. to 11:30 a.m.

Attendees: Pam Grey, Annette Perez, Pam Eberhardt, Susan Malmgren, Deepa Prasad

Review presentation to Steering Committee on May 12, 2014

- Susan will sanitize the PowerPoint presentation and then post on project website.
- Susan will follow up with Chien and/or Hector to find out if they meet to discuss Hector's questions regarding security.

Status of hiding SSB Add Documents button

- The Add Documents button has been removed from the SSB Create Requisition screens.
- Joe & Ron are meeting this week to discuss how to add it back in, but only for the people with ReadWrite access to B-F-DOCS application.

Training material and roll out of BDM to Campuses for PRs

- Annette will train Asha Harris, Foothill FF&E Coordinator this week.
- Only measure C requisitions will be approved by viewing documentation stored in BDM. Therefore no new approvers will be added to BDM.
- Due to work load, no additional users will be trained until September for rollout Fall Quarter
- A good portion of the training will revolve around Purchasing Procedures. Therefore Purchasing will start working on training materials in August and will modify documents provided by ETS. They would also like to have a video.
- Susan will send MS Word versions of documentation to Annette.

Future meetings

- They will continue every two weeks.
- Susan will schedule next two for June 3rd and June 17th. The one on June 3rd will run from 10 AM to 11 AM due to a conflict. The June 17th meeting will start at the usual time of 10:30 AM.