

Omniupdate Project Team Meeting Minutes

July 10, 2014, 11:00 a.m.-noon

Attendees: Mallory Newell, Pam Grey, Carla Maitland, Becky Bartindale, Paula Norsell, Martin Varela, Lindsay West, Linda Mahi, Lester Lyons, Julie Ceballos, Joe Moreau, Sharon Luciw, Chien Shih, Pam Eberhardt, Lisa Hocevar, Matt Rapczynski, Chris Dubeau, Deepa Prasad, Katia Rostam Yazdi, Linda Koyama

- I. Reviewed the Foundation website
- II. Shared the migrated ETS website in Omniupdate. Same content as the Manila site. Ready for updating. Showed example of how to do simple editing in Omniupdate.
- III. Internal vs. external information
 - A. Each department should think about which part of their website information is for an internal vs. external audience
 - B. ETS still investigating the technical solution in providing info for internal only
- IV. Went over project objectives, project scope, critical success factors, and conversion process overview (will be posted on the Omniupdate Project website).
- V. Need to finalize the template design in the next few weeks. Questions were raised on what is static and what is modifiable. Project members would like input on the shared labels or fixtures, for the links to each dept. for example (i.e. HR, business). Will be decided as a group.
- VI. Each department needs to let ETS know a point person for the department who will be the primary person responsible for maintaining the dept. website.
- VII. Decided on the sequence of dept. conversions:
 1. ETS and Institutional Research concurrently,
 2. HR
 3. Purchasing
 4. Business
 5. Chancellor's office (not December)
 6. Facilities
- VIII. Will set up another meeting to discuss the pros and cons for working on the homepage first or last.
- IX. Please visit the test site (etstest.fhda.edu) and talk with your colleagues about template changes you would like to see.
- X. ETS will publish a tentative implementation schedule.
- XI. Approved Implementation Team members.