The meeting came to order at 1015. Presenter Nick Emery explained the importance of having module managers’ meetings. One of the initiatives from the Jenzabar operational assessment report is to reinstate module manager organization.

Present: Nora Antoine, Anissa Bordeaux, Mark Bordeaux, Rod Bordeaux, Shannon Dubray, Paulette Emery, Carole Good Shield, William Hay, Maureece Heinert, Sheryl Klein, Margaret Mackichan, Tina Martinez, Amber Medearis, Ieshia Poignee, Michele Reifel, Paul Robertson, Jock Scheirbeck, Della Spotted Tail, Patrice Wright, Bobbie Young, Virginia Cozad.

The following comments were made:
The meetings would be for finding solutions to Jenzabar problems and brainstorming.
Schedule of monthly meetings agreed on as last Friday of each month.
Meeting location is room 103 of the Student Services Building.
Nick will take proactive approach to attendance.
Minutes should be placed on SGU website.
Meetings may be moved to computer lab if Jenzabar EX activities are scheduled.
Should have question/answer session at end of each meeting.
Have training on user login and pw change procedures.
Each department needs to identify their module manager.
Module manger will oversee all Jenzabar users within their depart
Students should be added to Jenzabar MM meeting. We could invite student president.
Identify Jenzabar users that need training.
Everyone introduced themselves to the group.
Nick gave presentation on how create login and use www.myjenzabar.net.
We use Jenzabar EX version.
Certified Jenzabar users can call Jenzabar for support. Users should contact MIS department before submitting support ticket to Jenzabar support.
Nick will send email with Jenzabar support call information.
New hires should receive Jenzabar training before performing job. Module process validation worksheets are user guides for performing processes within your module. The worksheets can be found on www.myjenzabar.net website.
Nick presented Jenzabar EX listserv and showed users how to create login and join listserv group.
Staff training should be scheduled for June and July. Faculty training should be scheduled for August and September.
We need to form a report writing group.
Search names before entering new ID number to insure that name is not duplicated.
Need to implement the admissions module and would like it done by Fall semester.
Provide need to know document to department chairs.
Next meeting scheduled for June 26th.
Next meeting will focus on planning.