



Imperial Valley College  
Banner Users' Group  
Board Room  
Thursday, February 16, 2012  
9:00 A.M.

**Members Present:**

Janis Magno, Dean of Enrollment  
Jeff Cantwell, Director of Application Services (Chair)  
Carlos Fletes, Director of Fiscal Services  
Lisa Seals, Director of Financial Aid  
Bertha Ortega, Financial Aid Officer  
Gloria Carmona, Director of Admissions & Records  
David Poor, Student Service Specialist  
Betty Kakiuchi, Director of Purchasing/Accountant  
Alfonso Sanchez, Sr. Computer Data Analyst  
Bettsie Montero, Sr. Computer Data Analyst  
Matthew Thale, Systems Analyst  
Alex Aguilar, Systems Analyst  
Ralph Marquez, Counselor  
Dawn Chun, Director of Research, Planning & Grant Adm.

**Recorder:**

Adriana Sano

**Approval of Minutes**

Minutes of the January 19, 2012 were approved as presented.

**Reports/Updates**

**1. Banner Reports Authentication (Reminder- fixed in 11g)**

- Jeff Cantwell informed the group that the authentication pop-up in Banner will be fixed with the upgrade to 11g.
- Alfonso Sanchez announced he has converted the FYRODTL report in Argos and staff now will be able to download the report in XLS format.

**2. Area Updates**

- Lisa Seals reported that SAP information is now posted on WebStar and now includes student's completion date.
- Carlos Fletes informed the group that there are a few issues that need to be resolved in his department, and one of them is posting student offsets in a timely manner. He indicated that Alfonso is working to automate this process where time permits. He reported the 1098IT new process is working very well and is happy with the outcome.

Another issue is the BOG waiver exemptions, BOG waivers should only be applied to enrollment fees, and there is an issue with Banner applying the waiver to the oldest fees on record. This creates a problem when he creates the Income Revenue Report to the State. There was discussion among the group and a request was made that a ticket be place to SunGard to address this issue.

- Carlos Fletes asked whether the IID Apprentice non-credit waivers given to students in this group could be automated in Banner versus applying the waiver manually. There was discussion on how this can be accomplished since the waiver can only be applied to non-credit courses and not credit courses.
- Betty Kakiuchi informed the group that students are still confused about the BOG credit and the \$20 non-refundable fee. Even though the BOG waivers pay for their enrollment fees, students need to call to make adjustments to their contracts; since these adjustments need to be made manually.
- Gloria Carmona reported she is working with the Basic Skills List, which was created in Argos and indicated the list needs some fixes.
- Alejandro Aguilar reported he is working on the Enlighten conversion; and also working on Web Time Entry, which is still in the testing phase.
- Matthew Thale reported that Instruction is working on finalizing the summer schedule and looking at between 200 to 300 FTES for the summer session.
- Gloria Carmona gave an overview on an email sent out by Clearinghouse, which offers free enrollment verifications to students and major audits, first two verifications are free and thereafter the fee is \$2.00. A conference call is scheduled for next week.
- There was discussion about the need for assigning an analyst to each area on campus and Jeff Cantwell indicated IT is working toward this model.

## **Discussion Items**

### **1. Argos SYOSPROFILE**

- Jeff Cantwell reported that the Argos SYOSPROFILE has some fixes that need to be made before it is moved into production to all groups.

### **2. Upgrades**

#### **a. Oracle 11g databases & Mid-tier**

- Jeff Cantwell informed the group that he is working on Oracle 11g upgrades and the Mid-Tier upgrade should fix the authentication pop-up in Banner.

#### **b. Financial Aid 8.13 (under development)**

- Jeff Cantwell reported he is working on the Financial Aid 8.13 upgrade and would be getting together with Lisa Seal to discuss how to fix the glitches that have been discovered.

#### **c. CALB 8.5.1 & 8.5.2**

- This upgrade will be done after the Financial Aid 8.13; CALB is coming up with a CALB 8.6 and hoping to bypass CALB 8.5.1.

**d. New Install of CALBHR**

- Currently not installed but will be installing soon.

**3. Drop for Non-Payment Automation**

- Jeff Cantwell indicated that IT is looking at using baseline SFRRNOP process with some adjustments. Looking for a solution from PIMA, Santa Barbara and Ventura Community Colleges. PIMA has a seven-day waiting period and other processes that they run for student account receivables that shows students that have been dropped. This is the approach that IT is looking for to implement in the fall.

**4. DegreeWorks Scribing Training (March 5-8)**

- Patty Wong, SIG Consultant will be on campus March 5-8, 2012 to do some training. Monday, March 5th will be a question and answer session to address any questions that staff may have.
- Departments that will participate in the training are staff from Instruction, IT and Admission & Records.

**5. Enlighten to Argos Conversion**

- Matthew Thale and Alex Aguilar are working on this conversion and it is a work in progress.

**Adjournment**

The meeting adjourned at 10:00 a.m.