



Imperial Valley College
Banner Users' Group
Board Room
Thursday, June 14, 2012
9:00 A.M.

Members Present:

Jeff Cantwell, Director of Application Services (Chair)
Janis Magno, Dean of Enrollment
Carlos Fletes, Director of Fiscal Services
Lisa Seals, Director of Financial Aid
Bertha Ortega, Financial Aid Officer
Linda Amidon, Admin. Assistant Academic Services

Recorder:

Adriana Sano

Review of Minutes

The group reviewed the Minutes of the May 10, 2012 meeting.

Reports/Updates

1. Recognition – Jan Magno

- Jeff Cantwell thanked Jan Magno for her years of service to the District and for being part of the Banner User Group. He stated that Jan's view of the college as a whole has been a tremendous benefit to the group. Jan has a great perspective of how the college works, provides great input to Banner and he attributes Xtender and DegreeWorks to Jan's efforts.

2. Welcome Newest IT Member – Rebecca Aguilar born June 9th

- Jeff Cantwell welcomed Alex Aguilar's new member of the family Rebecca Aguilar. Rebecca was born on Saturday, June 9, 2012.

3. Quarterly Report Need Assessment by Area

- Jeff Cantwell informed the group that he is planning on having quarterly meeting with each area to go over reports that each areas may need.

4. Area Updates

- Linda Amidon informed the group that Betty Kakiuchi came across some discrepancies in some department budgets. She indicated some salaries were being paid out of the wrong account (meeting pay) which is incorrect. She stated she would like to see an Argos report to cross reference data.

- Jeff Cantwell gave an update on the Banner Health Check visit which took place on April 25th and 26th. The report gave a roadmap of solutions to implement additional functionalities to more fully utilize the Banner HR system and run our own payroll with the exception of processing checks. Some of the pieces include faculty load and compensation, position control, and a self-service model for employee benefits. He indicated the recommendations are under review and in the discussion phase.
- Betty Kakiuchi reported that the payment plan for students went very well this year, there were 478 agreements and only 45 had issues. The group discussed policy on defaulted loans by students.

5. Data Review Committee (DRC)

- Jeff Cantwell informed the group that a new committee has been formed called “Data Review Committee (DRD) and he and Ted Ceasar are the chairs of this committee.
- Purpose is to review all data across campus and make recommendations.

6. Summer and Fall Semester Calendar Review

- The group reviewed the summer and fall semester calendar:
 - Summer begins June 21st; grades are due Thursday June 28th.
 - Fall registration begins July 16th.
 - Financial Aid Disbursement takes place June 21st; and late payment July 9th.

7. Upgrades

a. Oracle 11g for Banner Production – June 30th

- The date for the upgrade has changed and the new date is July 14th and 15th due to calendar conflicts with consultants.

b. Oracle 11g Mid-tier – Mid-July

- Upgrade scheduled for Mid-July.

c. Fin Aid 8.14.1 – June 12th

- Upgrade to be completed on June 21, 2012

d. CALB 8.6.1

- Upgrades are being done now by IT.

e. CALBHR – Under Development

- This upgrade is still under development.

f. DegreeWorks 4.1.0

- The server is running out of space, and IT will be moving DegreeWorks to a virtualized environment.

8. Drop for Non-Payment Automation

- Jeff Cantwell reported the automation of the Drop for Non-Payment is coming along really well, thanks to Bettsie Montero and Alfonso Sanchez. A new process has been created with the recommendations of SIG Consultant, Patty Wong and researching other community colleges.
- David Poor and Mathew Thale are working together to create a mail merge email blast with the list of dropped students.

9. Enlighten to Argos Conversion

- Jeff Cantwell reported that Matthew Thale is working on the conversion. Matthew Thale informed the group that HR has been loading instructor discipline data into an actual discipline field in the HR Module, and is between 50% and 75 % complete for the full timers only. Once this data is fully populated the report will be completed.

10. Electronic Transcript Loading Into Banner

- Jeff Cantwell announced the District is looking into loading electronic transcript into Banner with DocuFide; Gloria Carmona stated that she would be scheduling a meeting.

11. Online BOG Waiver APP

- Jeff Cantwell announced the District is looking into implementing an online BOG Waiver. IT will schedule the implementation with CCCApply. Students will be able to go to FAFSA, CCCApply and BOG applications all in one place.

12. MIS Website

- Jeff Cantwell reported Bettsie Montero is working on moving MIS information into Argos to make it more efficient.

13. SARS Email Configurations

- Jeff Cantwell reported he is working on SARS configuration to be able to email out of SARS.

14. Argos Training

- Jeff Cantwell announced that now that new pieces have been added in ARGOS, the next step will be to train users. This training will be funded through ATLAS.

Adjournment

The meeting adjourned at 10:00 a.m.