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Imperial Valley College  
Banner Users' Group  
Board Room  
Thursday, September 13, 2012  
9:00 A.M.

**Members Present:**

Jeff Cantwell, Director of Application Services (Chair)  
Gloria Carmona, Director of Admissions & Records  
David Poor, Student Services Specialist (A&R)  
Lisa Seals, Director of Financial Aid  
Bertha Ortega, Financial Aid Officer  
Betty Kakiuchi, Director of Purchasing/Accountant  
Sheila Dorsey-Freeman, Human Resources Analyst  
Linda Amidon, Admin. Assistant, Academic Services  
Bettsie Montero, Sr. Programmer/Systems Analyst  
Alfonso Sanchez, Systems Analyst  
Matthew Thale, Systems Analyst  
Alex Aguilar, Systems Analyst

**Recorder:**

Adriana Sano

**Review of Minutes**

The Minutes of the June 14<sup>th</sup> and July 15<sup>th</sup> Minutes were deferred to the next scheduled meeting.

**Reports/Updates**

**1. Data Reliability Committee (DRC)**

- Jeff Cantwell announced the Data Reliability Committee meets today, September 13, 2012 @ 1:00 p.m. in the Board Room. This committee is headed by Ted Ceasar and Jeff Cantwell.

**2. Recap Experiences for Start of Fall**

- Jeff Cantwell asked the group whether there were any issues or problems to report with the start of the new semester.
- Lisa Seals reported that the semester started out smoothly. She indicated that there is a new federal requirement (ATB Rule) which requires students to have a High School Diploma or GED. The new rule has affected students who are eligible for financial aid. The number of students who are ineligible for Pell Grant is higher this year; reasons for disqualification are: stricter satisfactory academic progress rules; limited lifetime eligibility for Pell is now six years; and new ATB rule requiring a high school diploma. These students, however, are still eligible for the BOG Fee Waiver to meet their

academic needs. She stated that the requirements for BOG also changed last year and over 1000 students were affected this year.

- Lisa Seal informed the group that she has received information from the Chancellors Office which she needs to review. She indicated students who qualify for the California Dream Act will be eligible for the BOG Fee Waiver for spring, and eligibility for Cal Grant goes into effect until 2013-14.
- Betty Kakiuchi asked the group to let the students know that they need to contact the business office/purchasing to cancel their financial plan; the information is updated in Banner; however, this does not cancel the agreement.
- Gloria Carmona reported some issues with CCCApply and DegreeWorks which have been worked out by A&R staff.
- David Poor informed the group that an outreach program has requested that IVC open the application process during October and November for fall of 2013.
- Gloria Carmona reported that registration for spring 2013 begins November 13, 2012, and there is discussion on moving the date back until after the November elections.
- David Poor indicated that no changes to the schedule should be made until a set date has been made by VP of Instruction.
- Sheila Dorsey-Freeman reported HR is working with Bettie Montero on the MIS Report. Alex Aguilar is working on automating the full-time obligation report. She indicated that in spring 2013 employees NOE's will be uploaded into WebStar using data retrieved from ODS; this will be accomplished by running a mock payroll. Alex Aguilar is also working on dashboards to retrieve employee data.
- Linda Amidon reported that Instruction is working on enrollment management; however, there has been a delay in entering the schedule due to issues that have evolved.

### **Discussion Items**

#### **1. Upgrades (Jeff Cantwell)**

##### **a. Financial Aid 8.15**

- Working on Financial Aid 8.1.5 upgrade, which has a CALB component.

##### **b. Oracle 11g Mid-Tier**

- Working on the Oracle 11g Mid-Tier upgrade which has been delayed off and on.

#### **2. Electronic Transcript loading into Banner Update**

- Jeff Cantwell informed the group that his team would be working on loading this update into Banner.

#### **3. Banner Security**

- Jeff Cantwell indicated that this is on his bucket list to work on. He will be meeting with each department to look at which forms that each staff/employee has access to, and what security measures need to be taken.

### **Adjournment**

The meeting adjourned at 10:00 a.m.