



Imperial Valley College  
Banner Users' Group  
Building 100, Transfer Center  
Thursday, May 19, 2011  
9:00 a.m.

**Members Present:**

Jeff Cantwell, Director of Application Services (Chair)  
Jan Magno, Dean of Enrollment  
Gloria Carmona, Director of Admissions and Records  
Lisa Seals, Director of Financial Aid  
Sheila Dorsey-Freedman, Human Resources Analyst  
Betty Kakiuchi, Director of Purchasing  
Alfonso Sanchez, Sr. Computer Data Analyst  
Mathew Thale, Instructional Support Technician  
Jose Alarcon, Admissions and Records  
Ralph Marquez, Counselor  
Omar Ramos, Webmaster

**Recorder:**

Adriana Sano

**Approval of Minutes**

- The approval of minutes was postponed to the next meeting.

**Reports/Updates**

**1. ATLAS Grant – Student Assessment Update**

- Jeff Cantwell informed the group Paddy Wong would be on campus the week of June 20<sup>th</sup>, and she would be concentrating on the 320 Report and the CALB MIS components. She has also blocked off some time in her schedule in July, August, and October to be on campus.

**2. ODS/Argos Update**

- Jeff Cantwell reported that the ODS Platform has been purchased and an additional five modules have been purchased which will be useful to the end user.
- SunGard is pushing for the community source project, through community source, schools are able to upload and share their reports or download reports for their use. Kern CCD has shared their reports with the community. The District is the first pilot for ODS/Argos.
- Jeff Cantwell informed the group that demos and training would be scheduled once the platform is implemented.

**3. AREA UPDATES**

- Jeff Cantwell announced that Charles Wang has accepted the VESIP Retirement package offered by the District and his last day is June 30<sup>th</sup>.
- Janis Magno reported that Financial Aid is planning to move from grade codes to exemption codes. She indicated this would primarily affect Business Services, Admissions, Counseling and



Imperial Valley College  
Banner Users' Group  
Building 100, Transfer Center  
Thursday, June 9, 2011  
9:00 a.m.

**Members Present:**

Jeff Cantwell, Director of Application Services (Chair)  
Jan Magno, Dean of Enrollment  
Gloria Carmona, Director of Admissions and Records  
Lisa Seals, Director of Financial Aid  
Sheila Dorsey-Freedman, Human Resources Analyst  
Betty Kakiuchi, Director of Purchasing  
Alfonso Sanchez, Sr. Computer Data Analyst  
Mathew Thale, Instructional Support Technician  
Jose Alarcon, Admissions and Records  
Ralph Marquez, Counselor  
Omar Ramos, Webmaster

**Recorder:**

Adriana Sano

**Approval of Minutes**

The Minutes from the May 19, 2011 meeting were approved as presented.

**Reports/Updates**

**1. ATLAS Grant – Paddy visit week June 20**

- Jeff Cantwell gave an update on Consultant Paddy Wong's visit and has scheduled a meeting with Instruction to review the Agenda. Paddy Wong will be on campus June 20<sup>th</sup> through June 23<sup>rd</sup>, and will be going over the 320 Reporting, MIS Reporting, Catalog/Scheduling Registration, and Waitlist training/testing.
- Consultant Terry Loftus will also be on campus and he will be working on specifications for the four new Banner Bolt-on that will be added.

**2. ODS/Argos Update**

- Jeff Cantwell gave an update on ODS/Argos and stated a new server has been purchased through Hewlett Packard and is due to arrive in the next two weeks.
- He indicated that all advanced features in Argos are installed and activated.

**3. DegreeWorks August Upgrade**

- Jeff Cantwell informed the group that DegreeWorks is still slated for August.
- On June 8<sup>th</sup> a DegreeWorks conference call took place to go over the Agenda.
- He indicated that at the next BUG meeting this group would review the Agenda.
- DegreeWorks upgrade will take place three weeks prior to SIG Consultant, Mike Fox's visit.
- Once the training takes place, the goal is to have one mentor from each program to be able to provide training.
- Mike Fox will be on campus August 29th through September 1<sup>st</sup>.



Imperial Valley College  
Banner Users' Group  
Board Room  
Thursday, December 08, 2011  
9:00 A.M.

**Members Present:**

Jan Magno, Dean of Enrollment  
Jeff Cantwell, Director of Application Services (Chair)  
Lisa Seals, Director of Financial Aid  
Marisa Izarraraz, Financial Aid Technician  
Gloria Carmona, Director of Admissions & Records  
David Poor, Student Service Specialist  
Betty Kakiuchi, Director of Purchasing  
Sheila Dorsey-Freeman, HR Analyst  
Alfonso Sanchez, Sr. Computer Data Analyst  
Bettsie Montero, Sr. Computer Data Analyst

**Recorder:**

Adriana Sano

**Approval of Minutes**

1. None.

**Reports/Updates**

**1. Waitlist**

- Matthew Thales reported that seats registered through waitlist have been successfully filled. He indicated that today 31 students received an email notification indicating that they have 24 hours to register for their class and 50% of the students that have been notified so far have successfully registered.

**2. DegreeWorks**

- Jeff Cantwell gave the group an update on DegreeWorks and indicated that it is being used by students.
- There are some issues with changing majors and degree plans within DegreeWorks which is being looked at.

**3. Drop Non-Payment**

- Jan Mango indicated that she was disappointed that many students were dropped for non-payment. She stated one of the issues is data entry error when paying at the cashier window, entering the wrong term (Fall instead of Spring). She indicated training may be necessary to solve this issue.

- There was discussion on how to direct students to WebStar to pay their fees in order that students are not dropped for non-payment.
- Jeff Cantwell recommended using a shopping cart when registering so that students will be prompted to pay their fees before logging out of WebStar. Students can then sign on for a payment plan or make other arrangements to pay their fees before registering.

#### **4. Webtime Entry**

- Jeff Cantwell informed the group that Web Time Entry is in a trial phase, Alex Aguilar is working on it and it is working well. HR will be implementing Web Time Entry in January or February.

#### **5. MIS Financial Aid, EB/EJ**

- Jeff Cantwell informed the group Bettie Montero is working on the MIS Financial Aid report and it is complete.

#### **6. Area Updates**

- Jeff Cantwell reported that SIG Consultant Patty Wong would be on campus the week of March 2<sup>nd</sup>.
- Reported on the Student Task Force Webinar, and stated one thing that was controversial was tying funds to student success.
- Jan Mango announced there would be an entirely new list of priorities and recommendations by the committee, that students only be allowed to enroll for 16 units, and after priority registration change back to 19 units. The problem is Banner does not allow this change to be made. There was discussion among the group whether this script can be done.
- Todd Finnell announced that Omar Ramos is returning to IVC. Official start date is January 3, 2012.

### **Action Items**

#### **1. Banner Security/Management**

- Jeff Cantwell announced that IT would be looking to the help desk to help with Banner security/management because of the workflow capability.
- Part of the dilemma is that passwords are tied with the student portal.
- Considering moving to an Alpha password that would be emailed to you.

#### **2. Argos SYOSPROFILE Demo**

- Jeff Cantwell informed the group that IT is in the process as part of the ATLAS grant to move SYOSPROFILE into Banner.
- Jeff Cantwell gave a demo of the Student Academic Profile to the group. He showed the group where students can print the Student/Bill Report. There was discussion on adding a link in Banner to alert students of fees owed.
- Jan Magno stated that the goal would be that before students leave Banner they be required to make financial arrangement for fees owed.
- Reports are being tested by Financial Aid first and will be releasing for all staff to use.

### **3. Upgrades;**

#### **a. Solaris Kernel/Oracle 11g**

- Jeff Cantwell reported that an upgrade will be done the first of the year after winter break. Reported Oracle 11g will also be upgraded no later than April.

#### **b. Banner**

##### **i. General 8.4.1**

- Jeff Cantwell indicated that the following upgrades are taking place and testing will be done before it goes into production.

#### **c. DegreeWorks – 4.1.0**

- Jeff Cantwell reported that a DegreeWorks upgrade will take place once it is release by SunGard.
- Gloria Carmona asked when we would be migrating to the new modules of DegreeWorks. Jeff Cantwell indicated that training needs to be accomplished first in order to role out these new processes.

### **Adjournment**

The meeting adjourned at 10:00 a.m. The next scheduled meeting is set for January 12, 2012.