



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER**

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

MAY 5, 2011

8:30 AM > DAC BOARD ROOM

MEETING NOTES

Attendees: John al-Amin, Erika Endrijonas, Dave Fuhrmann, Clare Geisen, Iris Ingram, Sue Johnson, Dave Keebler, Ed Knudson, Patricia Parham, Ramiro Sanchez

Guests: Bill Pearce, Mike Rose, Mary Anne McNeil, Rick Shaw

1. Review Minutes of 02/03/2011. Minutes were approved by consensus.
2. DegreeWorks
(Bill Pearce was excused for this portion of the meeting.) DegreeWorks, a Sungard Higher Education product, is an online, website-based, degree audit system available to students to aid them in obtaining information specific to their graduation and/or transfer. Two proposals were received for services (Strata Information Group and Sungard). SIG's proposal came in significantly lower than Sungard's bid. Additionally, SIG has employed the authors of CAPP and DegreeWorks, which is beneficial.

The first year implementation cost would be approximately \$200,000 and would be funded through New Information Technology funds. Subsequent annual costs will be \$14,100 with increases of approximately 5% per year, and will be funded through Districtwide Technology Services.

There was a brief discussion of the workload necessary and Dave explained that the bulk of the work would be done by the consultants and college staff.

Ramiro made a motion, which was seconded by Erika to proceed with this project using SIG as the consultant. All were in favor. This item will be presented to DOC at its next meeting (May 12) and then to the Board in June.

3. Reports
 - Financial Aid
Dave explained that approximately 10,000 students are in the Banner Financial Aid system. Of that amount, approximately 8,000 have been processed with BOGG waivers. COD testing will begin next week. Dave also explained recruitment for the Data Specialist position is underway.

The training schedule may be altered to mesh with the District's 4/40 summer schedule. Stakeholders will be notified if the schedule changes.

- **Banner**
Bill Pearce shared new point releases went into effect at the beginning of the month. There will be another release in August.

Bill also briefly discussed Banner 9/Banner Horizon, which will be a web-based system (as opposed to Oracle). Full transition from Oracle to web-based will take 4-5 years, but VCCCD will be able to use the current version. However, no new enhancements will be made to it.

- **Higher One**
Dave explained that there are several components to Higher One. 1) The OneDisburse Program had its kick-off meeting/call a few weeks ago and it went well and was well received. Weekly calls are underway for progress/status checks. The debit card design has been approved. It contains the seal of each campus along with the name of each college. The word "refund" will be changed to "disbursement" through all communications and will be included in all marketing materials. ATM locations at each campus have been identified. File uploads are being designed.

The first disbursement will probably be the week of August 15. Cards will be sent to students in late June. Marketing materials will indicate that disbursements can be made into existing student checking accounts.

John al-Amin asked that more investigation into linking bookstore and disbursements. There are issues and this would keep the revenues up at bookstores. Similar to the way enrollment fees are handed. He also suggested looking into scholarships.

2) CashNet will be used for electronic payments. This system replaces Official Payments. This system will be implemented in June/July. It provides students with more flexibility with payment options (debit and ACH will be available).

3) Payment plans will be offered through NelNet for fall 2011. In spring 2012 we will begin using Higher One. Higher One offers more flexibility to students and is easier maintained at the District level.

4. **Drop for Non-Payment**
Drop for non-payment will be implemented in fall 2011. There will be 7-day rolling drops. A nightly process will be run and checked for payment. After 7 days of no payment, students will be dropped from classes. Additionally, students will receive notices each day, via email and on their portal screen,

indicating payment due as well as the number of days remaining before being dropped. Non-payment drops are for enrollment fees, no other fees (i.e., parking, instructional materials, library, etc.).

Beginning August 1st for fall 2011, and continuing for spring 2012, drops will be made nightly (immediate drop) as opposed to the 7-day rolling drops.

5. Strategic Technology Plan

Dave distributed the final draft of the District's Technology Plan. The *Overview* portion has been added since the last version. The majority of the changes are in the *Strategic Initiatives* portion of the document.

Next steps: The document will be presented at Cabinet then to the Board.

6. Download Apps and eBooks on electronic devices (ipad, Kindle, etc.)

Erika and Dave have had informal discussions about this issue and decided it should be brought to ATAC for discussion. The issue is how downloads and purchases on technology are handled. Dave explained that Rick has been in contact with a representative from Apple. They have suggested a way to handle downloads so the applications remain the property of the District. Sue suggested that this practice/procedure be put into a written document for future reference. Also, all iPads purchased will be a basic model with standard programs/software preloaded.

7. Other Business

Ramiro had an inquiry regarding Distance Education students who reside in another state while enrolled in California (specifically VCCCD) online courses and whether it meets the federal compliance requirements. It was stated that District's should make a good faith effort to comply and this will be done.

8. Next Meeting

The next meeting is scheduled for June 2nd

Meeting was adjourned at 9:35 a.m.