



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

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

OCTOBER 6, 2011

8:30 AM ➤ DR. THOMAS G. LAKIN BOARD ROOM

MEETING NOTES

Attendees: Erika Endrijonas, Dave Fuhrmann, Clare Geisen, Iris Ingram, Sue Johnson, Lisa Miller, Patricia Parham, Bill Pearce, Ramiro Sanchez

Guests: John Cooney, Victory Kitamura, Mary Anne McNeil

1. Review Minutes of 08/04/2011

There were no changes or comments.

2. Reports

• Banner Financial Aid

○ Project status

John reported that, so far, the project goals have been met. We are in compliance with regards to reconciliation; procedures do need to be revised. The financial aid cycle begins in January and ends in October of the following year; John shared the processing schedule for the next year. Reports were handed out and explained.

○ Consortium agreement

Dave shared a draft of the Financial Aid Consortium Agreement between the three colleges. Sue added that a date needs to be included in the agreement.

• Higher One

○ One Disburse

The system is in place and working. The FAQ web page is available. There are two more ATM machines that can be installed. Ramiro inquired if an ATM could be installed at the Santa Paula campus. The new library opening at OC is in 6 months; an ATM machine should be located there. Dave will check on the cost of moving an ATM. Iris commented that there was not a good response for using the ATM machines. The FAO's are performing spot checks on the workability of the ATM machines.

○ CASHNet ePayment and MPP

Mary Anne explained that Mike and Chedva are working on the system setup. A webinar demo is being presented this afternoon for the SBO's. On November 2, there will be major training with a go live date of November 3. Between now and then there will be opportunities for staff to test the system. Students will not be allowed to register if they are delinquent on their payment plan. The new payment plan is being set up with more options on the portal website

such as the ability to use debit cards and enter checking account information. There are added features to the payment plan such as the ability to have third party payees.

- **Credentials Parking Plus**
Almost 1,600 permits have been sold with forty-three percent sold on line. More marketing will be done to encourage students to purchase permits on-line.
- **IR Data Mart**
Victory presented a demo of the data mart website. A discussion followed regarding the site, including the links to the state Chancellor's website. John explained the difference between snap shots and census data as well as reports that are used for internal purposes versus general public use.
- **Voyager Library System**
Library staff has received initial training online, and onsite training has been scheduled. The servers are up and test data is loaded. The project is on schedule to be completely live by spring semester. Sue mentioned that part of the system is the ability to search for books throughout the entire system.
- **Turnitin**
Turnitin has been activated for OC and VC, with the Instructional Technologists involved in the process. There are some additional features that could be used by faculty.
- **Thin clients/VDI Projects**
This project is moving forward. OC has proceeded fairly smoothly with minor issues that have been resolved quickly. There have been a number of challenges at MC which are being addressed. VC has also had some issues that are close to being resolved.
- **Strategic Technology Plan**
Dave will make a presentation to the Board on Tuesday.

3. Banner Point Release Upgrade

Bill explained that testing of the upgrade in the test environment will be ongoing for the next four weeks. The upgrade will take place over the weekend of October 29 with super user testing scheduled for Monday morning, October 31. There is a baseline waitlist option which the Registrars are testing. This option would send an email to a waitlisted student when a slot becomes available for them instead of enrolling the student into the class automatically. The process and marketing strategies were discussed.

4. Communication Options - Student Survey

The survey began yesterday. So far the response to the survey has been that email is the most preferred method of communication. A breakdown by college was requested; Dave will have that ability added to the survey.

5. Credentials Transcript Plus

There was an updated demo of the Credentials transcript processing system. Dave will be taking this back to DOC for review.

6. Dropbox – Cloud-based offsite storage of documents
Sue noted that we would need to finish the records retention policy before moving forward with this project. Dave will follow up with the vendor regarding the District's ability to control those records.
7. Public website refresh
Victory will pull the statistics on the web pages. A quarterly check is performed on the websites. Dave will meet with Sue and report back on this.
8. Other Business
There was no other business.
9. Next Meeting
The next meeting is November 3.