

MEETING NSS Campus Team

February 4, 2005

Sharon Blanton – Meeting Facilitator

Members Present:

Barbara Bentz
Linda Bridwell
Yira Brimmage
Pat Chandler
Michael Cornelius
Liz Gonzales
Stephen Herbert
Chris Hoeffler
Linda Hughes
Debbie Kushibab
Terry McGowan
Mary McKeever
Anne Mello
Pat Serrano
Frank Watkins

Sharon Blanton called the meeting to order at 9:05am.

Sharon Blanton emphasized this meeting was Open Time to talk about where we are, to re-group and discuss where we are going from here re: the new deployment date of February 2006.

Sharon further stated that we now have all the information she and Yira have, as Team Captains, and suggested we read the details of the CIT Meeting minutes and the attachments as they are now being sent to the whole team. She recommended we use the campus DL (DL-SC-SIS-TEAM) to forward to the whole team the minutes from the Functional Team Meetings, etc..

TRAINING: Barbara (BJ) Bentz reported she attended the Regional Trainer's Meeting at which Janet McClain talked mostly about SIS. BJ said the March Training materials are about 98% complete and should be on the website soon. BJ will send email to the NSS Team when the schedule is complete. She commented on the importance of working with other campuses on the materials the campuses will need so as not to duplicate time and materials for each campus. Regarding the materials, Janice did not indicate if they were completed and that is where the confusion is. There is a need to get the information on what is completed and when it will be complete.

Pat Chandler asked – "What do they consider training, and what do they consider complete?" Fran Watkins noted there are only bits and pieces of the Quick Admit process and we want to see a process from start to finish that is reasonably useful.

Sharon Blanton advised the Team to go through the materials now to see if this fits your needs. The March Train the Trainer schedule will be implemented and there is not other training scheduled until system implementation February 2006. Sharon suggested we (SCC) do our own training in July 2005. If the Functional Leads go through the training, they will be able to test the system and identify flaws.

Discussion: What is complete and not complete was the focus of the discussion and will the product fit the needs of Admissions & Records/Student Records. At a meeting with Jason, Fran Watkins could not get an answer to her question - how much Quick Admit is shared data? She commented that we should be able to get feedback on questions like this.

In regards to Ron Bleeds' email about the whole system being released to the campuses in July 2005, the consensus of the Team was that it would be more appropriate to start training at that time. BJ said this would give us more time to determine cross over and develop training for each area.

Yira Brimmage noted that we will need to assess if the March training for the Functional Leads is not adequate, or the product changes from March to July. If training is not adequate, we need to consider training for Functional Leads again, after March. Team consensus was not to do additional campus training until July 2005.

Michael Cornelius emphasized to the Team that July thru September training for Advisement will be difficult; October would be better. Yira suggested Advisement bring people on board after the March training; and Functional Leads will have to make the Training call for individual areas.

Fran Watkins added that the Security Administrative Training Team has continually cancelled meetings. She expects next weeks' meeting will review what has been covered and a flow chart process for setting up an account for an employee – actually, what we have covered to date, step-by-step of the process. Fran did note the official transcript is close to completion with 90% satisfied.

Sharon informed the Team that the BIO DEMO process is continuing (the cleansing of current records in Legacy for things like missing information, multiple residencies, and duplicate files, to clear up discrepancies before turning them over to SIS. This is a very tedious manual process that takes time, but has to be done.

Human Resources SELF-SERVE: Sharon suggested everyone go in and click on everything to verify your personal data is correct.

The Team discussed the status of a number of topics: the use of (8 to 11 digit) EMPL ID vs. the Student ID (SS #) as they relate to tax reporting (requires 9 digit #), testing, and the compliance requirements with Federal Aid; rosters, Degree Audit – only a couple of programs built at one school; Purge Process – they are starting from scratch; NC 500 –Zhara is coordinating this; Academic Standing, Probation/Extended Probation, Faculty access – tabled.

Testing: Linda Bridwell reported that District does not plan to up load test scores even though they are needed. She emphasized that regardless of statements regarding not adding additional functionality or changes to the system that, in the end, we must have a system that allows us to meet federal compliance.

STUDENT INVOICE: Pat Chandler reported the Cashiers people have seen a Student Invoice for Batch Mode billing only. A student can get a print out of his/her classes but there will not be an amount of money stated. Pat said there was an agreement a year ago to change the Referral Policy that was approved by the Dean of Students (and A&R) that the schedule invoice would include a Refund Date and as of the Schedule Invoice she saw December 4th, 2004, they have not seen it (Refund Date) and they must have it. Fran concurred and said they were told students will get a schedule of classes from A&R to take to the Cashiers where they will be able to get an Account Summary. They get a total amount due invoice for registered classes from the Cashier's office. Fran voiced the frustration many are feeling with the appearance of a system we are told is over 90% complete in most areas, yet does not appear to be complete to give us existing functionality.

Third Party Billing: This is becoming a very significant issue. The colleges are being advised that they will need at least one extra person on staff plus significant storage space to facilitate this. Given these requirements, has there been any discussion regarding out sourcing this operation?

Yira Brimmage expressed appreciation to everyone and thanked the Team for their hard work and motivation that we will have to maintain. Sharon agreed and told the Team that SCC has the highest log-on usage and we are ahead of the other campuses with our Training Schedule. Other campuses want to model what we are doing. Sharon also emphasized that we have to continue to do what we believe is right for the students.

Sharon did a quick demo navigating to the class schedule – for us to see. She noted that EASIS Plus-Version 4 Release should be available for us to test the business processes.

Sharon requested input on our meeting schedule. In view of the delayed deployment date she thought there was no need to meet every week. After some discussion, the consensus was to continue a regular meeting schedule of every other week to keep up with an anticipated increase of activity and movement with the system. All present agreed. Sharon took the opportunity to suggest we use the 'off' week meeting time to explore EASIS 4 scenarios and documentation.

Outstanding concerns:

1. Touchnet – during heavy use the VAX can not handle the processing. This is resulting in numerous issues for students. What will be done to take care of this?
2. COMPASS – requires a 9 digit student id number yet the new student id will be 8 digits – how will this be handled?
3. Tax forms – How will these be processed if we do not have SSN?
4. Degree Audit – Need to emphasize that this must be viewed as both an Advising Tool and a Graduation Tool. It is important to make sure it meets both needs.
5. Meetings – Seems like an unusual number of NSS related meetings have been cancelled – why is this happening when there still is so much work to accomplish?
6. Continued perception that IT people are making decisions on functionality.
7. Meeting Protocol – Several people reported that individuals are being discouraged from making comments or asking questions at meetings. District staff indicate that they do not have time to answer questions from college staff.
8. Purge Process – Not sure where we are on this. Rumor is that the team is starting over.

Next Meeting: Friday, February 18th, 2005 at 9:00am in the Peridot Room. Please note that we will meet every other week for the rest of the semester. CIT members are asked to use the other Fridays for training and system testing.

Meeting Adjourned: 11:05am