The meeting opened at 8:37 a.m.

Present: Jim Bracy, Chip Houlihan, Victor Flint, Kerry Compton, May Chen, Eric Gravenberg, Brenda Johnson, Joyce Brown-Willis, Alexis Montevirgen, Janet Cragin, Donald Moore, Daniel McCarthy

Jim Bracy opened the meeting with introductions of the new Vice Presidents of Student Services, Dr. May Chen (BCC) and Dr. Eric Gravenberg (Merritt), and Dean of Student Services at COA, Alexis Montevirgen.

1. Financial Aid Update

Daniel McCarthy reported that he received BOGG awards from Minh Lam. He stated that several students are not in the Regent system but he will put them in and get them created so he can move forward with MIS. Daniel also reported that Merritt’s check disbursements file has been released and that he is waiting for sign off from BCC for Fall ‘08, Spring ‘09, and Summer ‘09.

a. Fall ’09-Spring ’10 Awards

Jim Bracy reported that Peralta will be using SAFE as the primary financial aid system for the coming year. The idea of using Regent as backup has changed because there is proposal from Minh Lam that has a recommendation for an alternative backup opportunity. SAFE is developing a web based system which would be set up and ready to go by Fall 2010. Mr. Bracy asked each college to put together a plan of action for the Fall ’09-Spring ’10 award year, including staffing needs and timelines. Tom cluster has put together a list of steps involved in getting ready for fall disbursements.

Jim Bracy stated that he appreciates all the work everyone has done with financial aid this year and that he is optimistic that things will go smoothly in the coming year.

b. Audit

The ultimate outcome of the audits is not known yet, but similar results for all colleges are expected.

2. EasyPass Configuration

An agreement with AC Transit is available to all full time students with 9 or more units, and those students will be charged a fee of $62 a year for the bus pass. Peralta has not collected any money or issued any passes. There are teams of people working to figure out the logistics of the EasyPass program. Janet Cragin stated that IT is drafting an email to send out to students advising them that their cards are ready and where to pick them up. There will also be emails sent with instructions and information. Ambassadors will be trained and student business teams will be notified of all information.

3. Spanish CCCApply
Joyce Brown-Willis stated that Keith Franco is Peralta’s contact from XAP Corporation for the Spanish application. She will send a copy of the contract to Jim Bracy.

Joyce handed out a list of incomplete grade rosters for Spring and will send it to Wise Allen and Debbie Budd.

The prerequisite drop process should be in place in a couple of weeks. A list of students who will be dropped will be generated and sent to the appropriate parties. As soon as summer grades are in the prerequisite process will start.

Peak enrollment is August 10 - August 29 and hours are published in the schedules. Joyce is updating the website to reflect peak enrollment dates and times, and the colleges need to update their voicemail.

4. CIBER Update

Chip Houlihan reported that this is his last day at Peralta and that contracts with others from CIBER are being renegotiated. He stated that everything from the project is on the share drive and he will produce a report for issues of concern before he leaves.

5. Miscellaneous

Jim Bracy reported that the interim CIO will be named this week. Mr. Bracy stated that phase II of PeopleSoft will not begin until the new CIO conducts an analysis of programmatic needs.

Donald Moore asked Joyce Brown-Willis to produce a list of all the accomplishments in PeopleSoft in the last year so managers and departments can see the progress that has been made.

The next meeting will be Tuesday, August 4 at 8:30 a.m.

The meeting was adjourned at 10:31 a.m.

Respectfully submitted,

Karen Crole - 466-7367
kcrole@peralta.edu
The meeting opened at 8:44 a.m.

Present: Jim Bracy, Chip Houlihan, Victor Flint, Kerry Compton, Gordon Poon, Brenda Johnson, Joyce Brown-Willis, Shane Hackney, Daniel McCarthy

1. CIBER Update
CIBER signed an extension to their contract with Peralta for 30 days of ongoing technical support. Chip Houlihan will send out CIBER’s initial concerns for financial aid based on the lack of integration between PeopleSoft and SAFE. He will also send a list of what had been scheduled for Phase II of the original CIBER implementation for distribution to this committee. At the next meeting CIBER will present Academic Advisement and Phase II will be reviewed.

2. Financial Aid Update
Daniel McCarthy reported that Regent upgraded Peralta to the 5.13 Diamond system. Peralta was able to begin processing 2009-2010 ISIRs. Jim Bracy approved the summer enrollment file for Merritt and the pre-disbursement file will be run this afternoon.

Regent is waiting for MIS information from Peralta IT that is in PeopleSoft but not in Regent. The deadline is July 14 so it is imperative to have the information as soon as possible. Laney and COA are working on getting the MIS information from the SAFE system.

Dr. Mickey Mathews is scheduled to go to Alamo Community College to view their financial aid system as a possible model for Peralta. He will write an outgoing recommendation to Peralta which will include a policies and procedures manual.

3. Spanish CCCApply
Joyce Brown-Willis stated that she is waiting for a contract from XAP Corporation for the Spanish application.

Joyce reported that she is working on the prerequisite check process in PeopleSoft and will have the testing completed by the end of the day. She stated that the prerequisite check will be in place for fall enrollment, and that she will email Jim Bracy an explanation of the process.
4. Welcome Centers

Victor Flint reported that there will be a refresher training course in Passport for returning and new ambassadors for the fall semester. He stated that he is in process of updating and enhancing the ambassador’s handbook for all colleges.

Jim Bracy commended Mr. Flint for the work he did this year and thanked him.

The next meeting will be Tuesday, July 14 at 8:30 a.m.

The meeting was adjourned at 9:53 a.m.

Respectfully submitted,

Karen Croley – 466-7367
kcroley@peralta.edu
The meeting opened at 8:37 a.m.

Present: Jim Bracy, Chip Houlihan, Victor Flint, Tina Vasconcellos, Gary Perkins, Joyce Brown-Willis, Daniel McCarthy

1. Financial Aid Update – Brian D’Arcy

**Summer Check Disbursement** – Summer awards are all handled manually. Regent needs an enrollment file from Peralta IT so checks can be disbursed. The first check run should be July 1.

**SAP Run** – Regent needs verification that final grades have been posted to production in order to run SAP. It was decided that Regent will run SAP based on the most current enrollment file and grades. Daniel will get the most recent grade information from Kyu Lee.

**CA MIS Action Steps** – Daniel McCarthy reported that Regent provided a list of action items for Peralta but has no heard about any progress. Peralta will provide Regent with all requirements for BOGG A, B, and C so the information can be entered into Regent. Daniel will send the FAOs a request for information with a specific completion date that is required to meet the timeline.

**Testing update** – Regent has completed their testing and got approval from Jim Bracy to move the product from test to production. Daniel McCarthy stated that ISIRs for 2009-2010 should be able to be loaded on Monday, July 6.

Daniel will send out a workflow chart for processing checks including steps involved, who is responsible, and completion dates for successful disbursements. He requested a schedule for when checks will be released. Mr. McCarthy stated that, to his knowledge, all 2008-2009 financial aid students have been served.

At the financial aid meeting on Thursday, July 2, summer check review, enrollment file update, SAP update, the 2009-2010 action plan, and CA MIS data entry requirements will be discussed. Jim Bracy will send out an agenda for the meeting.

2. Joyce Brown-Willis

**Spanish CCCApply** - Joyce Brown-Willis reported that she is waiting for a contract from XAF Corporation for the Spanish application

**Census Rosters** – Gary Perkins reported that some faculty cannot see their census or grade rosters. Joyce stated that the rosters and census problems are not showing up because all
necessary information in not being input. Mr. Perkins recommended that the schedulers walk through the process to make sure all information is captured.

Joyce gave out an updated progress report and will email the paper application to the A&R Specialists for review.

**Faculty Training** – Gary Perkins reported that he has been in contact with Merritt, BCC, and COA faculty but has been unsuccessful contacting any of the new summer instructors from Laney. Tina Vasconcellos will get a list of the new instructors and send it to Mr. Perkins.

Mr. Perkins voiced his concern about department chairs not having access to Promt. He stated that security levels need to be set up so they can do their financial reports. Jim Bracy suggested that this issue go from the PIT committee to SMT.

The next meeting will be Tuesday, July 7 at 8:30 a.m.
The meeting was adjourned at 10:20 a.m.

Respectfully submitted,

Karen Croley – 466-7367
kcroley@peralta.edu
The meeting opened at 8:37 a.m.

Present: Jim Bracy, Kerry Compton, Chip Houlihan, Josue Hoyos, Victor Flint, Janet Cragin, Anthony Powell, Tine Vasconcellos, Anita Black, Brain D’Arcy

1. Census Roster

Jim Bracy noted that the Census Roster memo for Summer 2009 has been changed to reflect Board policy and the campus catalogs. It was suggested that the census roster procedures and FW grade policy should be incorporated into faculty training.

2. Financial Aid Update – Brian D’Arcy

**CA MIS Action Steps** - Regent has provided steps for getting BOGG data into system for the report and have created and will provide a data entry tool. Brian D’Arcy will follow-up on whether the Regent Diamond System will pick up BOGG B if scanned by the Regent system. He will send Jim Bracy an email once he has an answer.

**Information for Checks that were processed outside of Regent** – Dan sent a request to Kyu Lee for rosters, and when he receives them he will update the system to reflect those payments.

**Testing update** – Merritt and Berkeley loaded the 100 ISIRs and began processing the mock run for fall. Brian D’Arcy stated that he had not had a chance to talk to the FAOs to get an update.

**New Year Setup/Processing** – Regent is still waiting for signoff of updates to apply the configuration to production. Regent has made changes and is waiting for validation and sign-off.

**SAP Run** – Alice has requested a run of SAP. Regent needs updated enrollment information with updated GPA unit information from Peralta in order to run SAP.

It was stated that checks are being issued from SAFE on June 24. Regent is set up and ready to process but needs an updated enrollment file.

3. Anita Black

a. Electronic Roll Books (download and final submission at end of term)

Minh Lam reported at the last meeting that the electronic roll book is in progress. This will be for attendance and grades.
b. Roster "Submit Button" with Confirmation message

Minh Lam stated at the last meeting that he would look into this issue.

c. "My Faculty Center" term rollover vs. changing preferences each term

Anita Black stated that Minh Lam took care of this issue.

d. Automation of Dynamically Dated classes for ALL Rosters

Minh Lam will follow-up with Sheryl Queen. There will have to be coordination with the schedulers. This is a problem for faculty and Admissions and Records.

e. Fix Positive Attendance Reporting

Anita Black stated that this is connected to the automation of dynamically dated classes.

f. Peralta Student Email (fix so faculty can use it via "My Faculty Center")

If a teacher wants to send an email they will have a choice of using the student’s Peralta email or their personal email address. An ‘announcement’ will be sent out with the latest Peralta email information.

There was a question on the procedure for granting upgraded security levels. Janet Cragin will look into this.

The next meeting will be Tuesday, June 30 at 8:30 a.m.

The meeting was adjourned at 10:07 a.m.

Respectfully submitted,

Karen Crole – 466-7367
kcroley@peralta.edu