

## Brady, Cory M.

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**From:** Brady, Cory M.  
**Sent:** Tuesday, May 22, 2012 5:14 PM  
**To:** District Applications WorkGroup; DAWG.Faculty  
**Cc:** Garnick, Everett; Hannon, Carol; Walter, DyAnn; McGowan, Arlene; Jones, Dianna; Kuck, Dr. Glen  
**Subject:** District Applications WorkGroup (DAWG): Agenda for 05/23/2012 (Updated #2)

Team,

Here is an updated agenda for tomorrow's meeting.

Below is the tentative agenda for our May 23<sup>rd</sup> meeting. Please send any items you wish to add.

Date	Start time	End time
05/23/2012	2:00 PM	4:30 PM

### PARTICIPANT DETAILS

- > Dial your telephone conference line: **(888) 886-3951**
- > Enter your passcode: **921061**
- > Go to [www.cccconfer.org](http://www.cccconfer.org)
- > Click the Participant Log In button under the Meet & Confer logo
- > Locate your meeting and click Go
- > Fill out the form and enter the passcode: **921061**

### Tentative Agenda:

- **General Discussion:**
  - **DAWG**
    - **Follow Up:** DAWG's Statement of Purpose  
**Sponsor:** Cory Brady

#### **Workgroup Purpose:**

To provide a communication conduit and working environment to:

- Bring and discuss current issues related to district applications and college services.  
Including:
  - New and changing State and Federal Mandates
  - New and changing college/district policies and procedures
  - etc.
- To bring stakeholders together to complete tasks and resolve issues related to approved projects and operational tasks.

**IMPORTANT NOTE:** *This group has no function in prioritizing or accepting projects or programming requests. However, this group can be used to discuss and vet possible projects and programming requests.*

- **Student Suggestions**
  - **Discussion:** Can you ask to have the fast pass system, used for the admissions and records office as well as the tutoring and writing center appointment system, to be consolidated into a single web page system, that runs within WebAdvisor; so, there would be less issues finding where the correct web page to use for the particular office that the student needs an appointment for. *(Michael Ward, SBVC)*  
**Sponsor:** Dan Angelo
  
- **Admissions and Records**
  - **Transcripts**
    - **Discussion:** eTranscriptCA – CSUSB Interest for SBVC to get on board. Conference call with Tom McKecknie @ Credentials.  
**Conference Call Schedule: 2:30 PM**  
**Sponsor:** Dan Angelo
    - **Follow Up:** CCCApply – Updated for Usage of AST/AAT Title’s  
**Sponsor:** Larry Aycock  
**Follow Items:**
      - (Cory) CHC has application file with a AST/AAT program that has a start date that isn’t being allowed. Need to correct batch.
      - (Cory) E-Mail instruction, for both college’s, to correct Transfer programs:
      - (Cory) Update CCCApply extract to display: ‘Title, Degree – Degree Description’ and not just ‘Title, Degree’
  - **Registration**
    - **Follow Up:** Waitlists – New Implementation Schedule  
**Sponsor:** Everett Garnick
    - **Follow Up:** Documenting exceptions to pre-requisite drops.  
**Next Steps:** Schedule a DAWG meeting or separate meeting to review documents.  
**Sponsor:** Dan Angelo/Larry Aycock
  - **Duplicate Institution Clean-Up**
    - **Follow-Up:** What is the latest progress?  
**Sponsor:** Larry Aycock
  - **Duplicate Address Clean Up**
    - **Follow Up:** Setup of Datatel’s Address Duplicate Clean-up Process.  
**Sponsor:** Cory Brady  
  
**Notes:**
      - The test run last week of 924793 records, could not be finished due to a unknown system performance issues that was being reported by student’s on WebAdvisor. It is believed it caused the system slowness issue. Will need to run more tests to confirm.
  
- **Account Receivables**
  - **Registration Billing**

- **Follow Up:** Billing Changes starting 2012FA  
**Sponsor:** Cory Brady

**Notes:**

- **Dual Enrolled Students:** Below fee's will now be charged for both colleges.
  - **Student Center Fee (VSCF, CSCF)** – 1\$ per unit, max \$10 per college over SM, FA, SP.
  - **Health Fee (VHTH,CHTH)** - \$17.50 (SP,FA), \$14.50 (SM)
  - **Accident Fee (VACC,CACC)** - \$1.50
- **New Fee:** Student Transportation Fee (DSTF)
  - District Fee charged for SP and FA only.
  - \$7.50 for 6 or more credits (district wide) for term.
  - \$7.00 for less than 6 credits (district wide) for term.

- **e-Commerce**

- **Follow Up:** Health Wellness (SBVC) – Possibility of changing from physical terminals to processing credit cards in Datatel.  
**Sponsor:** DyAnn Walter

- **Follow-Up:** Setup of 2<sup>nd</sup> PayPal Account and Card Swipe Terminals.  
**Sponsor:** Penny Ongoco / Lidya Alamsyah

- **Card Swipe Machines:**

- Has been fully implemented.
- Update Accounts Receivable Reports
  - **Action Item:** (Arlene) Determine if both PayPal reports can be combined into 1 excel report.

- **Next Meeting:**

- **Meeting Cancelled for:** Wednesday, May 30, 2012 from 2:00 PM to 4:30 PM
  - Due to the District Wide Classified Staff Appreciation Day
- **Summer Schedule for DAWG Meetings**
  - Starting week of June 4<sup>th</sup> thru Aug 1<sup>st</sup>.
  - Meeting Time changed to 3:00pm to 5:30pm
- **Meeting Scheduled for:** Wednesday, June 6, 2012 from 3:00 PM to 5:30 PM

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**"Time is the predator and we are the prey."**

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