The October 11th DAWG meeting was held in the Annex Training Room with the following discussions and individuals in attendance (\*=v*ia CCC Confer*):

*Attendance [[1]](#footnote-1)*

|  |  |
| --- | --- |
| Crafton | Joe Cabrales, Kirsten Colvey, Kristina Heilgeist, Larry Aycock,  \*Miriam Saadeh |
| Valley | \*Corrina Baber, \*Steven Silva, \*Yancie Carter |
| Annex | Andy Chang, DyAnn Walter, \*Jason Brady, Joanna Crisostomo, Joe Ho,  Joyce Bond, \*Michael Aquino, Robert (Brock) Scudder |

**Automating Requisites for 2018SP**

Sponsor: Joyce Bond

* Spring registration starts October 30, 2017.
* Requisites must be run on quiet system.

Systems will be unavailable from 12 am – 4 am each night

Systems affected 🡪 WebAdvisor, Colleague UI, and Informer

*Resolution:* Run Automatic Requisites Daily (at night).

*Action Item:* Andy Chang will send an email to the management staff at both colleges.

*Once approved:*

1. A maintenance notice will be posted on Webadvisor.
2. TESS (DCS) will work with Ellucian to setup and test the downtime.

**Student Health and Accident Insurance Fee Increase**

Sponsor: DyAnn Walter

* Fee changes were approved by the Board of Trustees at the August Boards.
* In preparation for 2017FA Registration Checklist, DyAnn received an email from Tenille Alexander (03/14/17).
* The Board of Trustees approved the following for the 2017-2018 fiscal year.

$234 - Non-Resident tuition fee

$32 - Capital Outlay Fee

* A Helpdesk Ticket was submitted by Elaine Akers, requesting the following changes.

|  |
| --- |
| Please update fees in Colleague per recent board approved changes:  Student Health and Accident Insurance  $20.00 - per semester (includes $1.50 accident insurance)  $17.00 - summer session (includes $1.50 accident insurance)  $ 1.50 - accident insurance only |

* The Health Fee went up by $1.
* Neither SBVC nor CHC show this increase on their website.

*Action Items:*

Tess will update the billing rules this week.

Both colleges will need to update their respective websites.

*Recommendation:* Students should not be re-billed.

However, once the Billing Tables are updated and the student is re-billed (for any reason), the new amounts will be added to the student’s account. This is because the Health & Accident Fees are built in the billing tables, *per fiscal year* (not per term).

**Miscellaneous**

* Valley’s Fall Registration: No Update on starting date.
* Non-Payment Policy will remain the same for both schools (i.e. Students will not be dropped for non-payment).

1. Disclaimer: Some individuals joining the meeting via phone may not be in the Attendance List. [↑](#footnote-ref-1)