Administrative Computing Planning
Sept 7, 2006

Attendees: Judith Baker, Nancy Grear, Mike Pedro, Elaine Missel, Kate Brady, Mary Louise Gerek, Nick LaMendola, Lynn Mulvey, Kathleen Moyse, Bruce Woolley, Cheryl King, Ken Jones, Pat Huntington, Kristen Green, Jody Barker, Bill Ellison, Linda Searing, Suzanne Sellar

Colleague/Benefactor Updates (Suzanne Sellar): The renaming of the dictionaries in preparation for R18 is complete. The rewriting of custom source is almost complete. Olga has begun the process of migrating the dictionaries and the custom source to the new account. Nancy reminded the group to continue to list the yearly cycle of office processes so that everybody would be ready for the testing phase.

ITSC Updates: David was not present, so there was no update.

Portal Update: No update because Mary was on vacation.

Summer Training (Judith Baker): Judith reminded the group that the last training, Tips 'n Tactics, has two sessions scheduled. The first is Tuesday, Sept. 19th at 9:00-10:30 am in S-46 and the next is Tuesday, Sept. 26th at 2:00-3:30 pm in S-46. These identical sessions are offered at two different times so that office coverage would not be an issue.

Deregistration Discussion: Judith asked the group to comment on the deregistration process for this semester. There were two reasons for deregistration: financial and immunization. The notification process was by email on Friday, Sept. 1st. This was a change from the paper note that students used to receive the week following the Friday dereg day. The long weekend was a stewing period. The phones were filled with messages. It seemed that the policies and procedures were not understood even though there were many previous communications about the financial and immunization requirements.

General Announcement: There is a change on Naznet with search for sections. The form, Section Selection Results, has meeting information. The meeting information shows the next time the section will meet, not the start date of the section. This has caused some confusion.

Round Table Updates

Registrar's Office: Mike will be moving with the Institutional Research Office to the second floor in Smyth. Deregistration, re-registration, degree audit, December graduation, spring schedule and working to get Colleague and the catalog in synch are some current work activities.

Institutional Research: The office will be moving to the second floor of Smyth to the old Education area. The census date is September 18th. All edits for the cleanup will

need to be done by the Friday before. They are working on the fact book and learning Crystal Reports for their reporting needs.

Education: Cheryl updated the group on the staffing changes.

Controller's Office: The audit is over. Kristen is in planning mode and readying for the October board meeting.

Development: Lynn updated the group with the staffing changes for the Institutional Advancement division. Phonathon will begin Sunday, Sept. 17th with 62 student workers. Many leadership donors were on campus during the summer months. The Development Office partnered with academic departments for presentations. These were well received.

Graduate Office: The office has an information session scheduled for Thursday, Sept. 7th. The Admission cycles for September and October have begun. They are working on the spring schedule.

Academic Advisement: Linda announced that they were fully staffed and invited people to stop by and meet Deb and Gary. They are working with students regarding late add/drop issues.

Library: The renovations are creating more separate spaces between the lounge computer areas. Jody wanted to remind all that students need to stop by the library to get the bar code on the id card so that they can have access to the library system. The new Librarian for Electronic Services is Heather Lagoy.

Financial Aid: The office is working on many reports: NCAA, FISAP and QA. Bruce said that they are "well within budget."

Continuing and Professional Education: The office is dealing with last minute registration and finalizing non- credit course offerings.