Attendees: Susan Enslen (SCS), Cem Sunata, Jonathan Blake, Karen Emptage (UNLV), Jim Carson, Virginia Moore (UNR), Elda Chavez, Pat Zozaya, Nora Fernandez (CCSN), Laura Smith, Lora McCarty, Cynthia Vaughn Giles (GBC), Nancy Helse (TMCC)

1. Calling the SCS help desk – Communication with the SCS Help Desk should be limited to technical issues such as notification that SIS is down, connection was lost or unable to connect or to Bighorn or Mustang, lost connection to the internet and to recycle terminal ID’s. The SCS help desk has been receiving calls asking questions on how to navigate SIS. Collegis and SCS will be meeting to discuss the CCSN help desk.

2. Follow up from 11/17/05 meeting on change 23845 – new screen like ROSA – student email address. This was requested at the 9/15/05 Student Records meeting by TMCC. All attending the meeting agreed to cancel until new system is in place.

Change Request Status
23850 - Last change to get program working. Priority high for UNLV.
24233 - Canceled
20566 - Canceled
23130 - Canceled
23554 - Emailed WNCC for approval to cancellation request
22554 - Canceled

3. SIS Cleanup Data Project and the iNtegrate Project

SIS Cleanup Data Project - In December, the Vice President of Student Affairs appointed a person from Student Records, Admissions & Records and Financial Aid to work on this project. There will be one person responsible at each campus. Some of the cleanup projects will be to identify bad from 500 million records and provide reports for cleanup.

Status of Report Card is due next Friday, January 27, 2006 on what resources will be needed to accomplish project. The Vice Chancellor says that money is no object. SIS focus will be on monthly meetings, no new items, cleanup next 6 months. SIS Users monthly meetings will focus on cleanup, Board of Regent changes, defect fixes and maintain SIS for 3 years. Frequency of Student Records meetings will depend on need.

* 1st Phase - Non Numeric
* Write reports to identify invalid keys
  More than 10 bad records, SCS will provide a program to fix, less than 10 users will fix on SIS screen
* Date of Birth – birth year less than 1800 or greater than today’s date
* Match students over all seven institutions for duplicates and within each institution
iNtegrate Project (Timeline)

* After today, bids from vendors are due to Sharon and Jim with no discussion.
* Next week, the group will evaluate bids with a decision by the weekend on site visits.
* Submit recommendation of 2 vendors by the end of February or first week in March.
* March - negotiate with the 2 vendors picked
* May - Legal
* June 1-9 - Award Contract
* July 1 - Implementation
* July 1- SIS i.e. Admissions, Records, Financial Aid and Student Accounts will be the first to go, Human Resources second and Financial last.

4. UNLV - Sean Patterson of Systems & Applications – UNLV experiencing problems with extracting data from SIS. Resolution provided to UNLV via email from Susan. Had to do with the way they were loading data to SIS via their application load process.

Introduction of new SIS Administrator, Karen Emptage

New Items - Status
* DARS new release – Miami University announced availability of release 3.5.3 on 1/17/06
* Banking contract of switch from Wells Fargo to Bank of America
* Printing 1098's
* Financial Aid Release - mid February

After a review of the Status Report the meeting was adjourned at 2:15 pm. GBC will chair the next SIS Group meeting in February.