

Professional Employees Council Notes

January 23, 2008

3-4:30p.m- Banner Project Office

Present- H. Borruso, P. Cahill, S. DeClemente, Y. Deligato, J. Dorak, T. Hanford, G. Hoefner, H. Horn, M. Martin, C. McManamon, J. Monroe, S. Orlovsky, T. Partell, S. Santobuono, D. Saunders, D. Stone, C. Verhoeven, Whyte Johnson, J. Wojcio, D. Wood

Excused Absence- D. Cannone, J. Roth

Unexcused Absence- J. Gates, G. Harris, B. Jenson, M. Lane, J. Rickard

Guests- C. Tyler, B. Ochai, E. Colon, J. Goldman

I. Changes for the Minutes

- Pam Cahill motioned to accept the minutes and Sharon Santobuono second

II. Announcement

- Reminder next meeting will be held in the CIW Scholars Room with the guest being VP VanVoorst
- Scheduled Speakers for PEC Meetings; President DeFleur- April 2nd
March 19th- Spring Luncheon with guest speaker Matthew Johnson

III. Committee Reports

- **Communications- Dave Stone**
Nothing to report at this time
- **Rules- Darryl Wood**
Nothing to report at this time
- **Professional Development- Bonnie Jenson**

Continuing to sell the Enjoy the City Books, we will take a look next month to decide when to end the sale. The money for last years distribution has been submitted and should be granted within a week. The next step is to prepare for the next distribution and the committee is working to revise the application for better explanation of who is eligible. Also, a brown bag is being discussed for the spring to begin the series of information regarding graduate programs.

- **Professional Recognition- Sharon Santobuono**

They are calling a committee meeting for the March 15th deadline of applications.

IV. Old Business Discussion

The Enjoy the City Book Sale was discussed and everyone agreed to continue with the sale since we are still making money. Also, the golf tournament is being discussed and working on a way to be able to hold it again next year. More information to follow within the next few months.

V. New Business

- CHE Report- <http://www.hecommission.state.ny.us/>
- Questions for VP VanVoorst

VI. Other

Guest- Jenny Schorr- Update on the Banner Project

- Discussion of previous town meetings were held to update the Campus Community on the process
- November 5th Admissions went live
 - o Students applied this fall using Banner
 - o They are able to check the status of their application with the system
 - o The first month took some troubleshooting but the goal is to admit a class for the Spring of 2008 and to review applications for the fall of 2008 also
- January 17th went live with Financial Aid (ISERS)
- The load was caught up on January 21st which allowed the review of information after this date
- Financial Aid will have packaging available for use in March and funding available in the summer
- This process went smooth in Financial Aid without issues
- Last week a full system simulation occurred (the first of two)
 - o Very successful
 - o Found a lot of changes to be made but for the better
 - o There were 5 pages of errors but many were changed immediately
 - o A few policy decisions are needed to be made to fix the remaining issues
- The team has been successful and happy with how the progress that they have been making
- Training the students will be the next step
- Technology Training Center establishing “How to Steps” for students to use the system
- Also a video will be established to walk students through the process
- Office staff will also need to use the system therefore programs will be established to teach staff
- Self Service will most likely be the best method for employees to learn but in person training will also be offered
- Banner will eventually take over CICS but in the spring both systems will be used
- After the spring semester Banner will be the only one used
- A handout will be established to teach the system

VII. Next Meeting

Next Meeting February 6th 3-430

CIW Scholars Room

Motion Dave Stone and Sharon Santobuono.; Meeting Adjourned 4:05PM