



http://www

# Project *Vision*

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Information Technology, Building 5 Room 1  
<http://banner.mtsac.edu> Ext. 4357

## A Message from the CTO – Vic Belinski

Project efforts are ongoing and increasing as Mt. SAC achieves many critical milestones and successes thanks to the significant efforts across the campus. To name just a few:

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- 2007/08 budget loaded and validated in Banner
- Class schedule input to Banner with registration testing scheduled for March
- Ongoing conversion of Students, Staff and Faculty from ICCIS to Banner – more than 1.3 million records
- Conversion of all Academic History from ICCIS to Banner
- Install of the TEST version of our campus portal (our new 'mymtsac')

Bravo to the Finance Team for not only going live on time but for already processing requisitions for many purchases critical to our mission of serving students. In addition, accurate loading the 2007/08 budget in the middle of the fiscal year is a significant achievement which took determination, creativity and many hundreds of hours of the staffs' time. We now have real time budget reporting across the College and will be rolling out the new reports along with training this month.

The installation of the campus portal is moving quickly with technical tasks, training and testing occurring during the next couple of months. Then we will begin a College-wide collegial effort to develop policies and portal content to bring our new 'mymtsac' to life for our Students, Faculty, Staff and the community we serve.

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*SunGard's annual  
Summit User  
Conference is April  
13 – 16 in  
Anaheim, CA*

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## Banner Implementation Activities

The **Fiscal Services** and **Purchasing** teams went live with Purchasing in December and Finance in January. Budget and YTD Expenditure Balances have now been updated in Banner for all activity from July 2007 through January 2008. Once the postings are caught up, transactions will be posted on a daily basis.

## Banner Implementation Activities (Continued)

Mt. SAC is also on its way to becoming “fiscally accountable” which means much of our financial processing will be done on campus and reduce the processing Los Angeles County Office of Education (LACOE) currently handles on Mt. SAC’s behalf.

The **Human Resources** team has started the Banner implementation process for Human Resources and Payroll. The College will take on all payroll functions as part of the fiscal accountability. Several parallel processing cycles of payroll will be required prior to receiving LACOE’s approval for producing our own payroll checks.

The **Student** team efforts have been focused on Catalog data, Class Schedule Data, Admissions, Special Programs, Communication Plans, and Registration setup activities. Banner Go-Live for Student Admissions/Registration and Financial Aid is scheduled for January 1, 2009 for the Summer 2009 term. The Division Offices staff members entered the Fall 2007 Class Schedule into Banner. This will provide a more complete set of data to be used in the Banner implementation testing process.

The **Financial Aid** team continues with Banner setup and testing of the ISIR data load process. An enhancement for handling the Board of Governors Fee Waiver (BOGW) process is being developed locally to automate the applications and processing of the fee waivers. This will be a great time-saver for Financial Aid which has been processing 13,000 BOGW applications manually each year.

The installation of the test instance of the **Luminis Portal** is expected to be completed by March 14. With the portal comes the need to develop policies and procedures for supplying information to the various content channels within the portal. Look for announcements and invitations to participate in focus group sessions later this spring. To see a preview of the portal register for the Web Self Service Features Demonstration offered via Professional Development.

The **Data Conversion** team has migrated 1.3 million student and employee records to Banner. Work is under way to migrate admissions and student academic history data needed for testing various student functions, including registration and transcripts.

**Banner Passwords** must be changed every 90 days. Users can reset their own passwords by clicking on “Change Banner Password” under My Links. The system will pop up a reminder 14 days prior to the password expiration. If you need assistance with changing your password contact the IT Help Desk at ext. 4357.

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*Purchasing has processed more than 1,700 Banner Requisitions.*

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*The annual 3CBG Conference is October 2008 in Southern CA.*

## Banner Question & Answer

*Submit your questions via email to [vbelinski@mtsac.edu](mailto:vbelinski@mtsac.edu)*

### Question:

At what point will we be able to input student semester grades using Banner? What about other capabilities? (What's an expected timeline of various applications becoming available?)

### Answer:

The Banner Student module is scheduled to be 'live' for Student Registration for Summer 2009. As such, Faculty will input final grades on the web via the campus portal and Banner Web for Faculty beginning with Summer 2009. All of the portal capabilities as well as the additional web services for Students and Faculty will be available starting Summer 2009. For Students this includes registration, payment of fees, access to grades and unofficial transcripts and much more. For Faculty it includes online rosters, grade input, enhanced electronic communications with Students and many other new capabilities to encourage interaction and student success. To see and discuss all online capabilities that are coming soon please sign up for one of my Web Self Service Features demonstrations through POD - <http://inside.mtsac.edu/pod/>.

In addition to the campus portal and the core Banner functionality, Mt. SAC has many other complementary systems that will continue to be rolled out over time. These include automated Ed Plan, Degree Audit, electronic assistance to class scheduling and many other tools.

### Question:

Now that the 2007/08 budget is in Banner, are reports available to help me manage my budget? How often can I get these reports?

### Answer:

Good news! The initial budget reports have been developed and you can run one any time you want. Because Banner is an integrated system the data in the reports is updated 'real time' so you always have a current, accurate picture of expenditures, encumbrances and available budget balance.

There are also Banner reports that show the detail behind the budget. For example, a report that lists all the open purchase orders and requisitions that make up the encumbrance balance.

## Banner Question & Answer (Continued)

The goal of these reports is to simplify management of budgets and allow for knowledgeable purchasing of critical equipment, supplies and staff resources. IT and Fiscal Services are collaborating on conducting Reporting Workshops in March and April. The sessions will include information on how to run and interpret these reports.

Here is a quick look at the budget report using IT Print Services as an example. This is a summary report showing each account code, the original and revised budget, YTD expenditures, encumbrances and available balance.

3/3/2008 12:09 PM		Mt. San Antonio College					Page: 1	
Operating Ledger Summary by Orgn								
Chart:f - Mt San Antonio		Fiscal Year: from 01-Jul-07 to 30-		FY Passed:66.67%		Period:08: from 01-Feb-08 to 29-Feb-08		
Orgn: 663000 Printing Services		Orgn Predecessor: 6030		Information Technology Services				
Acct	Acct Type	Original Budget	Revised Budget	Current Month	YTD Activity	Encumbrances	Available	% Used
2110	Classified Salaries-	\$286,297.00	\$286,297.00	\$0.00	\$134,838.93	\$0.00	\$151,458.07	47.10%
2111	Classified Vacation	\$0.00	\$0.00	\$0.00	\$950.02	\$0.00	-\$950.02	N/A
2360	Overtime,	\$9,733.00	\$9,733.00	\$0.00	\$4,487.73	\$0.00	\$5,245.27	46.11%
3220	PERS Classified	\$0.00	\$0.00	\$0.00	\$10,514.07	\$0.00	-\$10,514.07	N/A
3320	OASDI Classified	\$0.00	\$0.00	\$0.00	\$7,584.38	\$0.00	-\$7,584.38	N/A
3360	Medicare Classified	\$0.00	\$0.00	\$0.00	\$2,099.42	\$0.00	-\$2,099.42	N/A
3520	SUI Classified	\$0.00	\$0.00	\$0.00	\$70.16	\$0.00	-\$70.16	N/A
3620	W/C Classified	\$0.00	\$0.00	\$0.00	\$2,174.31	\$0.00	-\$2,174.31	N/A
3720	Cash in Lieu Class	\$0.00	\$0.00	\$0.00	\$18,465.76	\$0.00	-\$18,465.76	N/A
3820	Alt Retire Plan	\$0.00	\$0.00	\$0.00	\$654.16	\$0.00	-\$654.16	N/A
3920	Retiree Benefits Clas	\$0.00	\$0.00	\$0.00	\$4,368.45	\$0.00	-\$4,368.45	N/A
4311	Instr Supplies & Mat-	\$0.00	\$0.00	\$0.00	-\$557.05	\$0.00	\$557.05	N/A
4510	Supplies	\$43,126.00	\$43,126.00	\$850.98	\$22,890.02	\$5,041.98	\$15,194.00	64.77%
4511	Supplies-Abatement	\$0.00	\$0.00	\$0.00	-\$7,799.90	\$0.00	\$7,799.90	N/A
4527	Supplies-Printing	\$0.00	\$0.00	\$1,464.88	\$2,699.48	\$3,541.77	-\$6,241.25	N/A
5210	Travel and Conferences	\$397.00	\$397.00	\$375.00	\$375.00	\$22.00	\$0.00	100.00%
5640	Repairs	\$4,400.00	\$4,400.00	\$532.76	\$532.76	\$67.24	\$3,800.00	13.64%
5645	Maintenance Agreements	\$190,975.00	\$106,213.00	\$2,407.14	\$65,509.46	\$60,825.76	-\$20,122.22	118.95%
5890	Other Services	\$6,000.00	\$6,000.00	\$0.00	\$1,942.46	\$1,037.06	\$3,020.48	49.66%
6413	New Equipment-\$1,000	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
6434	Equip Lease Purch-	\$71,158.00	\$155,920.00	\$0.00	\$25,071.95	\$0.00	\$130,848.05	16.08%
Orgn Totals:		\$617,086.00	\$617,086.00	\$0.00	\$296,871.57	\$70,535.81	\$249,678.62	59.54%

## Future Training Dates

Check out the Professional Development website - <http://inside.mtsac.edu/pod/> - to register for the following Banner training and demonstration sessions:

- March 20 Web Self Service Features Demonstration
- March 21 Banner General Navigation
- March 26 Requisition Training
- April 2 Web Self Service Features Demonstration
- April 24 Web Self Service Features Demonstration