Wharton County Junior College

Proposed Agenda Item

Board of Trustees Meeting

Complete this form and submit it to the Office of the President by 5:00 pm on the eleventh day before the following Tuesday meeting of the Board of Trustees. If this form does not provide enough space, you may use an expanded version *as long as you follow the format specified below.*

Date of Board Meeting: October 15, 2019   Date of This Proposal: October 7, 2019

SUBJECT (item as it will appear on agenda):

Approve the transfer from the MIS Plant Fund of $56,750.00 for Strata Information Group (SIG) to review, configure, and implement Banner 9 applications for Student Self Service.

RECOMMENDATION:

Approve the transfer from the MIS Plant Fund of $56,750.00 for Strata Information Group (SIG) to review, configure, and implement Banner 9 applications for Student Self Service.

BACKGROUND/RATIONALE:

Expert knowledge is needed to implement Banner 9 Self Service. SIG is the vendor WCJC uses to assist with training/consulting services in regards to the Banner MIS system. The college is utilizing Texas DIR Contract to procure SIG services under DIR Contract DIR-TSO-3842, SIG vendor ID 13302783918, dated May 5, 2017.

Estimated Cost and Budgetary Support (how will this be paid for?): $56,750.00
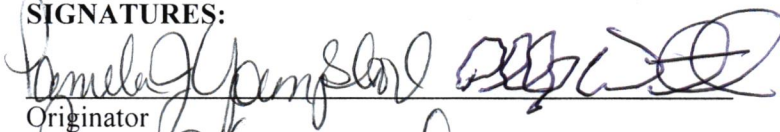Transfer from the MIS Plant Fund

RESOURCE PERSON(S) [name(s) and title(s)]:
Philip Wuthrich, Director of Purchasing
Pamela J. Youngblood, Vice President of Technology

SIGNATURES:

_____   10-7-2019
Originator   Date

_____   10-7-209
Cabinet-Level Supervisor   Date

PRESIDENT'S APPROVAL:

_____   10-9-19
                                                           Date

SIG

Strata Information Group
Statement of Work
(WCJC-SOW108-STUSSB)
October 4, 2019

Wharton County Junior College	Banner® 9 Student Self-Service Review, Configuration, and Implementation

Under the terms of this Statement of Work, Strata Information Group (SIG) will provide services for the staff of Wharton County Junior College (WCJC) as directed to perform the work outlined below. WCJC will utilize the existing Texas DIR Contract to procure SIG services under DIR Contract DIR-TSO-3842, SIG Vendor ID 13302783918, dated May 5, 2017.

Description of Work:

Pam Youngblood contacted SIG requesting Banner® 9 SSB consulting services.

Proposed Services:

Tasks	On-site Hours	Remote Hours	Trips
• Banner® 9 SSB	132	120	
• Engagement Management		13	
• Travel expenses			3
Totals:	**132**	**133**	**3**

Summary of Estimated Costs:

On-site Labor:	Remote Labor:	Travel Expenses:	Total Cost:
$29,040	$22,610	$5,100	$56,750

Notes:
- Rate: $220/hour for on-site delivered services and $170/hour for remote services.
- Actual travel expenses may be lower or higher than estimated. Costs may be adjusted between the labor and travel expense categories to accommodate this as long as the total cost is not exceeded.
- SIG will invoice monthly for the consulting hours provided and travel expenses incurred.
- The hours estimate includes project management, preparation time, travel time, on-site and remote labor, and the development of trip reports.
- These services are subject to change depending on Athens' priorities, needs, and availability of staff and systems.
- Travel expenses, if applicable:
  - o Travel expenses are estimated at $1,700 per consultant, per trip.
  - o SIG will make every attempt to reduce travel costs, including coach airfares and the use of the client's recommended lodging.
- Costs exclude all state taxes, if applicable.
- SIG will invoice for meals and incidental expenses on a per diem basis. Receipts will not be provided. Per diem rates are generally based on GSA guidelines. Per diem rates are: $55 per full on-site day $41.25 per partial day.

For Wharton County Junior College:

For Strata Information Group:

DocuSigned by:

[signature]

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Oct-04-2019

_____ _____
Signature   Date

Henry A. Eimstad
President

Date

_____
(Please print name and title)

General Outline of Services

These services are subject to change depending on WCJC' priorities, needs, and availability of staff and systems.

Detailed tasks:

Banner® 9 Student Self-Service review, configuration and implementation

1. **Advising student profile**
   - Student
   - Advisor
   - Faculty
2. **Faculty Self-Service**
   - Faculty grade entry
   - Faculty attendance tracking
   - Academic review
   - Class list
3. **Banner® Communication Manager (BCM)**
4. **Action Item Processing (AIP)**
5. **Name display**
6. **General SSB**
   - Personal pronoun
   - Gender identity
   - Preferred name
   - Address display and update
   - Telephone display and update
   - Email display and update
   - Emergency contact
   - Additional details
     - Ethnicity and race
     - Veteran
     - Disability status
7. **Banner® 9 registration**
   - Basic, structured and projected registration
   - SSB course catalog search
   - SSB class schedule search
   - Student registration
   - Plan ahead/registration planning
   - Add authorization
   - Block registration
8. **Calculated drop**