

**GROSSMONT-CUYAMACA CCD  
ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE (ATAC)  
Meeting Notes**

**March 18, 10:00am – 11:30 a.m.**

**Videoconference between Cuyamaca I 107 and Grossmont Distance Ed Room**

Attendees: Danene Brown, Joan Burak, Victor Devore, Brian Nath, Henry Eimstad, Sheri Willis, Wendy Stewart, John Colson, Kerry Kilber, Mike Copenhaver, Linda Jensen, Julianna Barnes, Susan Topham

1. Administrative Systems

a. Colleague

- i. Potential new MIS elements – Julianna and John aware of these and have discussed in their regional Student Services meeting. Colleges state-wide are asking for a deferral of implementation until full funding is restored. Information Systems will ask Sue Rearic if GCCCD is OK with supporting the CISOA recommendation. State Chancellor's Office is offering webinar on March 23 and March 29<sup>th</sup>. Sheri will send information to Wendy and Susan (this was done).
- ii. Document imaging
  1. Health Office at GC- pending
  2. Next priority is the doc types for Admissions & Records
- iii. FA potential over payment for HS students – potential overpayment amount is decreasing; additional research IP; new set of report to project amount will be run the week of 3/21 – a comprehensive plan for contacting students will be developed by DIT on 3/18 and sent to Julianna/John/Sue for review.
- iv. FA reduction of fees owed
  1. Reduce check amount- testing complete
  2. Post to Colleague – in process; work will commence after the Spring semester begin of term projects are completed
- v. New regulations for Chapter 33 students – process to exclude from first refund went well – impact only enrollment fees; individual refunds can be requested through the Cashier's office
- vi. Non-degree applicable totals on transcript – testing is in process; challenge with coding of remedial and basic skills sections prior to Colleague implementation in Summer 2008; formatting changes made; initial review looks good; identifying timeline to implement in production – suggestion (that was agreed to) is to modify data and place the unofficial transcript program in PROD now; will wait for new transcript paper before moving the official transcript version
- vii. Request for transcripts via WebAdvisor/Credentials – “look and feel” training completed on 3/17; next steps involve installing the “robo registrar” software; an additional part of this project is to make a programming change so that the name/address of an institution recipient prints correctly on the transcript.
- viii. EOPS/DSPS and use of CASM (contact summary) feature – meeting schedule with department staff on 3/22
- ix. Implementation of CalWorks module – Information Systems is working with department staff and Datatel on testing
- x. Book information for EOPS – if student is present, this information is easily obtained; if student is not present, sections must be looked up individually on the BN web site
- xi. Testing in progress for custom code and new software upgrades – Sheri will work with Wendy and Susan to fully test these changes
- xii. E-commerce 4.0
- xiii. Need to review WebAdvisor enhancement list pending software upgrades
- xiv. Faculty email addresses on WebAdvisor – for the short term, faculty need to enter their email address on WA; for the longer term, discussion is required about district procedure for use of gcccd.edu email addresses

- xv. Transcripts and repeats – tentative solution has been identified; working with Datatel to confirm approach; then Sheri/Victor/Laith will test solution; “known” problems will need to be corrected manually and can be completed at any time
- xvi. Spring 2012 schedule – dates are entered into Colleague; GC has stated that they will roll this week; CC is ready to go
- xvii. Student Benefit Card – Cuyamaca Student Government has suggested that the price of their card be changed; Julianna will follow-up to ensure that policy and procedure are followed. (Update – per Julianna, there is no change at this time).
- xviii. DSPS – MIS numbers may differ from DataMart numbers; research IP; meeting scheduled for next week to review
- b. Financial Aid- ProSAM; WebCT/BB – ProSam is on hold. Use of BlackBoard was demonstrated existing capability; approach appears viable; need to work with CE to setup base course/section information; waiting for “go” from Financial Aid Offices. (Update – Financial Aid has requested an extension of using WebCT through August 2011 due to other priorities).
- c. Advancement software and web site – Your Membership site is being developed; will work with Foundation Office and Sahar for implementation of BluePay; interfaces between Colleague, Your Membership, and Donor Perfect IP
- d. Web site project – Web group meeting held on March 7; technical training scheduled for intranet page scheduled on 3/21; Intranet page is in progress; infrastructure is being developed for publication of pages

## 2. Technology infrastructure

- a. Office 2010 - installation has begun- deadline is Fall 2011 and rollout has begun
- b. Planning for Exchange upgrade – infrastructure has been upgraded; goal for implementation is Spring term

## 3. IS staffing – 2 new technicians have been hired; Programmer/Analyst position has to go back out; Instructional Design Technology Specialist and Web/DBA position should be posted soon – thanks to all for their support of these IS positions

## 4. Other issues/new requests

- a. Linda reported that non-resident tuition is being increased to \$190 (from \$186) effective Fall 2011 and asked that those in charge of printing this information in the Class Schedule make sure that appropriate changes are made
- b. Meetings for 2010-2011 (10am-11:30am): 4/15, 5/20, 6/17