

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE (ATAC)**

MEETING NOTES

MARCH 19, 2015 – 10:00 to 10:45 a.m.

VIDEO CONFERENCE - CUYAMACA I-107 & GROSSMONT DISTANCE ED ROOM

ATTENDEES – Aaron Starck, Brian Nath, Chris Hill, Christopher Tarman, Courtney Williams, Donna Hajj, Eric Lane, Julie Kahler, Kerry Kilber Rebman, Linda Jensen, Michael Copenhaver, Sandra Ramos & Vanessa Saenz

New and Relevant Issues to Be Discussed

1. Colleague
 - a. Software Upgrades – Brian Nath/Eric Lane will be sending out another email concerning this.
 - i. Contract with Ellucian to assist; last update was through April 2013
 - ii. New releases includes improved functionality for pre-requisites and co-requisites
 - iii. Downtime – Spring Break Mar 25-26th
 - iv. Site contacts for testing – Laura Murphey, ~~Vanessa Saenz~~ Sandra Ramos
 - v. Expected User testing began week of Mar 2
 - b. 4 year CIP approval – VPs of Instruction / Instructional Office – Chris Hill needs to be provided this information, and she will then work with Marsha Raybourn on this. Eric Lane agreed to send Chris Hill the list.
 - c. Hire Letters – Prof Dev hours via Colleague (Target May) – Another column needs to be added to determine professional development hours. IS is working on this.
 - d. Gainful employment reporting (July deadline) – Eric Lane reported that he met with Financial Aid last week concerning this. He said the programs need to be flagged as programs of study, and then it will be tested in April.
 - e. Intermittent Re-Bill issue – Eric Lane reported that the charges are not being corrected for BOG students, the issue may be date related, but more research needs to be done.
 - f. Refund issue – two possible solutions (1. Java 2. Certificates) – Brian Nath stated that Jerry Williamson is currently working with Ellucian on this.
2. OpenCCCApplly – March target
 - a. A&R Contacts (GC Laura M, CC Vanessa S)
 - b. Zeke Rogers – consultant – test downloads, and colleague data load next week
 - c. March 20 Go-Live / cut over week of March 23 – After a discussion, it was determined this should take place the week of March 30th. Both colleges will need to go to the new OpenCCCApplly & enter some data to determine if it works before changing the links. Chris Hill posed the question of how do we know where all the links are. Brian Nath said he would ask Debbi Smith about that and then give that information to Laura Murphey at Grossmont & Sandra Ramos at Cuyamaca.
 - d. Reporting tool training 3/19 @ 2pm cccconfer
3. Transcript Requests – status – Soft GoLive – Aaron Starck reported that there are some technical issues with this, but that it is up and running.
4. SARS-MSGs – PO rcvd by vendor – discussing installation and configuration – Brian Nath reported that this should be running within a month.
5. Document Imaging – Further Implementation of Doc Types (FA, EOPS, DSPS, etc.) – Emily Smith will be here next week to work on this. Per Chris Hill, Dave Dillon can help with this and per Donna Hajj, she can help with this as well.
6. Degree Verification – Live
 - a. Good Feedback - Improved efficiency, Reduced workload, Faster response times to requestors
 - b. Next steps – 1. Training – local training on how to pull reports and a training session with Scarlett about what the product can do. Eric Lane will coordinate the training with Aaron Starck and Vanessa Saenz. 2. Empowering both offices to do the submittals.
7. Roll out Office 2013 in Spring 2015 – March – Brian Nath reported that IS will roll this out slowly to certain departments/staff members to pilot the upgrade to be sure of any issues that arise. Donna Hajj

reported that some counselors at Cuyamaca do not have enough RAM for this upgrade, Brian Nath will look into this.

8. Securing Customer Information / Security – Plan – The new Director of Technical Services will be leading a group to discuss a district wide security plan. There will be some brainstorming as to whom should be a part of this group at the initial meeting.
9. G39 Reports Live – Data Warehouse – Enrollment Management – The vendor will be coming out late April to train IS & Research Planning & Institutional Effectiveness. Christopher Tarman is working with the vendor on to put together a prototype. Brian Nath stated there is a need for a timeline of when this prototype will be done.
10. Secure Passwords – Brian Nath reported that an email will be sent out late March/early April with information regarding more secure passwords, and that people will have 30 days to change their password and then after that will be forced to change their password.
11. Counseling - ImageNow profiles, and finishing Cuyamaca all counselor configuration – Brian Nath reported that Jerry Williamson is working with both counseling departments to get this working fully & completely. Courtney Williams reported that Jerry will be at Cuyamaca on Friday.
12. DART – Degree Audit Articulation – available on Web Reports – Student Services/Counseling – Brian Nath stated that this is for anyone to determine how a course at another school maps with our course.

Information Items – Discussed as Requested

Ongoing Projects with Change in Status

1. CurricUNET – Meeting scheduled for Mar 6 2:30pm in 70-066, requirements discussed, reviewing vendors.
2. Workday Deployment
 - a. Material on the Intranet – check it out! (<http://intranet.gcccd.edu/workday/meetings.html>)
3. WebSites – next steps (Forms, Videos, etc., decommission of old server)
 - a. We are reviewing Forms options, and archive of old site options – Michael Copenhaver asked for an update on Forms options. Brian Nath reported that the Website Taskforce met this morning and decided on a product called FormStack. Brian Nath will be presenting this product to Sue Rearic for approval to purchase.
4. Wireless – Prop V Project; goal is for 100% coverage and include planning for BYOD; engaged HP for discussion on entire infrastructure (coverage and capacity will be included) – Onsite visit done, waiting for report
5. SIRSI – Library system – moved – implementing MobileCirc to facilitate inventory – configuring iPads
6. HelpDesk Software – preparing vendor demo scripts

Ongoing Projects

1. Colleague
 - a. Academic Program / Major – waiting for follow up meeting – who should update and where – Michael Copenhaver asked for an update to this as well, and Aaron Starck reported that he is currently working on this.
 - b. DARS – For Students
 - i. Performance issue fixed – load testing is next
 - ii. IS working on WebAdvisor interface, Disclaimer, accessible off campus, security
2. Upgrade network Infrastructure
 - a. New Firewalls getting quotes
 - b. Increase bandwidth across key college pathways
 - c. Planning for new Core routers
3. Ellucian Demo – Next steps – Student Success Committee discussion?

Meetings for 2015

1. Consensus to schedule ATAC and ITAC as contiguous meetings; third Thursday of each month; ATAC starting at 10:00 and ITAC beginning at 10:50
2. Spring dates will be 4/16 & 5/21