

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

MEETING NOTES

MAY 21, 2015 – 10:00 to 10:45 a.m.

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

ATTENDEES – Brian Nath, Courtney Williams, Dave Dillon, Donna Hajj, Eric Lane, Julie Kahler, Katrina VanderWoude, Sandra Ramos, Scott Thayer, Steve Abat, Taylor Ruhl & Vanessa Saenz

New and Relevant Issues to Be Discussed

1. Colleague
 - a. Software Upgrade
 - i. Pre-requisites and co-requisites, training – Brian Nath reported that there will be training by Eric Lane who has reached out to Instructional Operations.
 - ii. Scheduled WebAdvisor upgrade 5/15 (Friday) – Brian Nath reported that some issues were discovered and Information Systems is working with Ellucian. The old servers have been put back into place.
 - b. 4 year CIP approval – VPs of Instruction / Instructional Office – Eric Lane will be reaching out to Kate Alder and Chris Hill.
 - c. Hire Letters – Prof Dev hours via Colleague (Target May) – Brian Nath reported that Information Systems is working on modifying the program from Prof Dev.
 - d. Gainful employment reporting (July deadline) – Eric Lane reported that they are trying to conform to the requirements and it will require customization.
2. Summer Registration Priorities – changes – Brian Nath stated that this item should be brought to DCEC.
3. Secure Passwords – May 11th – Brian Nath reported this has been enforced and successful.
4. Performance issues – Cuyamaca – fixed – Cuyamaca confirmed this has been fixed.
5. OpenCCCApplly
 - a. A&R Contacts (GC Laura M, CC Vanessa S)
 - b. International – Brian Nath stated we're waiting on the state, Supplemental – Brian Nath stated this should be discussed at the next Student Success Committee meeting.
6. Transcript Requests – Next steps – Brian Nath stated that the vendor has the ability to do back-office work and he asked what the cost for that would be. Once he gets that information, he will share it with Aaron Starck and Marsha Gable.
7. SARS-MSGS – PO rcvd by vendor – discussing installation and configuration – Courtney Williams stated she has not heard from this vendor. Brian Nath stated he will follow up with Jerry Williamson. Brian Nath committed to having an implementation plan by the June ATAC meeting.
8. Document Imaging – Further Implementation of Doc Types (FA, EOPS, DSPS, etc.) – Eric Lane stated that Emily Smith is waiting to hear back from Financial Aid. Brian Nath suggested that Eric Lane, with Emily Smith's assistance, reach out to EOPS, DOPS, Dave Dillon & Donna Hajj regarding this.
9. Degree Verification – Live
 - a. Training from Vendor to be scheduled
 - b. Training for A&R to do their own uploads – Brian Nath stated this software will post to National Clearinghouse who has a degree, and that's what the training is for. Eric Lane will set a target date for this training.
10. Roll out Office 2013 – Brian Nath stated the 8 gig problem needs to be resolved, and this will be pushed out to people who do have 8 gig in early June after finals are over.
11. G39 Reports Live – Data Warehouse – Enrollment Management – Brian Nath & Chris Tarmen have worked with the vendor and nailed down the last minute items. The vendor is currently finishing the prototype. Brian Nath & Katrina VanderWoude agreed that the prototype would be shown at the next Enrollment Strategies meeting on June 8th.
12. Counseling - ImageNow profiles, and finishing Cuyamaca all counselor configuration – Brian Nath will follow up with Jerry Williamson for both college's.

13. DART – Degree Audit Articulation – Training– Donna Hajj will reach out to Brian Nath to set a date for Cuyamaca's training. Grossmont's training date needs to be set as well.

Information Items – Discussed as Requested

Ongoing Projects with Change in Status

1. CurricUNET – Engaged new vendors – survey
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) – Brian Nath stated that on June 12th, the old sites will be turned off, a few days will be given and then it will be turned off internally as well.
 - a. Purchasing FormStack, and archive of old site options
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 – Vendor selection – Brian Nath & Steve Abat are looking at Help Desk software, it's down to three vendors which are all hosted.
7. Securing Customer Information / Security – Plan – Steve Abat – Steve Abat is helping to put together a Districtwide plan and creating a taskforce.

Ongoing Projects

1. Colleague
 - a. Academic Program / Major – waiting for follow up meeting – who should update and where
 - 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 purchasing
 - b. Increase bandwidth across key college pathways
 - c. Planning for new Core routers

Meetings for 2015

1. Summer dates will be 6/18, 7/16 & 8/20