

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

**MEETING NOTES**

**JULY 16, 2015 – 10:00 to 10:45 a.m.**

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

**ATTENDEES – Christopher Tarman, Courtney Williams, Dave Dillon, Eric Lane, Julie Kahler, Katrina VanderWoude, Laura Murphey, Linda Jensen, Marsha Gable, Michael Copenhaver, Sandra Ramos, Scott Thayer, Steve Abat, Taylor Ruhl & Wayne Branker**

**New and Relevant Issues to Be Discussed**

1. Colleague
  - a. Software Upgrade
    - i. Pre-requisites and co-requisites, training – Done – Eric Lane reported that the training for Instructional Operations at both colleges went well.
  - b. 4 year CIP approval – VPs of Instruction / Instructional Office – Eric Lane reported that sign off approvals are still needed.
  - c. Hire Letters – has been modified to allow more accurate reporting of Prof Development and Pay hours via Colleague (Ex 1<sup>st</sup> time teaching Distance Ed) – Eric Lane reported new PD and PY override codes are now independent of each other, still can only be used when there is one method of instructions.
  - d. Gainful employment reporting (July deadline) – custom analysis – Ellucian is working on custom reporting changes. Expected to have prototype to test sometime next week.
  - e. AB13 – Veteran NonRes – Pay resident fees, now part of FTES – New code in place to identify non-resident Veterans for billing and student type coding. Still need to review business process for efficiency and best student service experience.
2. OpenCCCApply
  - a. International – still waiting – said June, just waiting
  - b. Supplemental (Student Success Committee)
3. TES – Transfer Evaluation System – Research Courses – Purchase Requisition entered. – This is being evaluated for better functionality and will be a site 2 district wide expense.
4. Accuplacer changes – Christopher Tarman reported that the math level placement scores were affected by a table change on Accuplacer's part. These scores had to be manually changed, but that was only done in Colleague – Accuplacer was not changed, so they ran into problems during registration. All of this has been cleared up now and Courtney Williams reported that all was working fine now.
5. Transcript Requests – Working with A&R to determine feasibility – next steps, Pricing – Eric Lane reported that Credentials will be taking over the back-office work free of charge, but that the fee may go up. Linda Jensen requested that Accounting be kept up-to-date on profits for when checks come in.
6. SARS-MSGs – Working with SARs and Colleges (Mary Eden, Courtney Williams) – Courtney Williams reported that this is almost ready, the templates have been completed, and it should be up next week. There is an issue though when students respond to the text message to opt out, it says their request couldn't be done. Courtney Williams will be talking to Jerry Williams about this issue. Eric Lane stated that he felt a discussion should be had about the policy on sending text messages to students.
  - a. Text messaging – Opting in
7. Document Imaging – Further Implementation of Doc Types (FA, EOPS, DSPS, etc.) – Still need to review priority with student success technology committee.
8. Degree Verification – will roll out updating to NSC, to A&R – Eric Lane stated they would like the functional areas to submit when ready, rather than on an IS schedule.
9. Office 365 - New Email – over the next few months – currently testing and migrating pilot mailboxes – Steve Abat reported that they are setting up a replication with Microsoft to get email migrated to the cloud. When completed, people would have 50 gig. Michael Copenhaver stated concern about security and Steve Abat said he would email Michael links regarding the security of this.

10. Roll out Office 2013 – Eric Lane reported that for any computer with 8 gig, IS will push Office 2013 on July 27<sup>th</sup> and users will have until November 30<sup>th</sup> to install it.
11. Memory Upgrades
  - a. Purchased for Grossmont
  - b. Soon to be purchased for Cuyamaca
12. G39 Reports Live – Data Warehouse – Working with ASR to identify and resolve any issues with data. IR is confirming data through analysis. New reports available as well.
  - a. Enrollment Management – EMA (Enrollment Management Analysis) - report
    - i. Prototype is done – working with vendor to finalize
  - b. new reports and enhancements
    - i. Specifically added enrollment and fill rates, to the Meeting Times by Room report and the Room Section Detail report. Recent Mods allow a chair or Dean to filter by fill rates and see the days and times of all the sections which might a fill rate less than 60%
    - ii. Added report to look at Academic Programs
13. HelpDesk Software – RemedyForce – working on final quote and contract – Steve Abat reported this will enable the HelpDesk with better visibility of requests, and will be implemented within the next couple of months.
14. Counseling – Still need to finish setting up the ImageNow profiles at Cuyamaca – target before Fall term – Courtney Williams reported this has not been done yet.
15. DART – Degree Audit Articulation – Training done for Cuyamaca, Grossmont next – Brian to schedule with Renee (GC Counseling chair) – Waiting to schedule GC training.
16. SIRSI – Library system – moved – implementing MobileCirc to facilitate inventory – DONE
17. Network Infrastructure – Steve Abat reported that we are waiting on a quote from HP.
  - a. Wireless Assessment done
    - i. HP Aruba acquisition and new product line
    - ii. developing implementation plan and costs
  - b. Infrastructure assessment done
    - i. New Firewalls purchased
    - ii. new routers and core switches to be purchased this month

## **Information Items – Discussed as Requested**

### **Ongoing Projects with Change in Status**

1. CurricUNET – Engaged new vendors – Waiting for Fall 2015 meeting
2. Workday Deployment
  - a. Material on the Intranet – check it out! (<http://intranet.gcccd.edu/workday/meetings.html>)
3. WebSites – old sites turned off
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. Securing Customer Information / Security – Plan – Steve Abat – Julie Kahler brought to Eric Lane's attention that on the UI version, it was showing the complete date of birth. Eric Lane stated he would work on this.

## **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. Discuss authentication model at next Student Success Committee meeting

## **Meetings for 2015**

1. Summer / Fall dates will be 8/20 & 9/17 & 10/15

## **Other**

1. Wayne Branker asked if it were possible to have Ellucian review our system usage for areas in which we may not be using the system as designed, as well as possibly have some of the business processes in A&R reviewed.