

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

**MEETING NOTES**

**NOVEMBER 19, 2015 – 10:00 to 10:45 a.m.**

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

**ATTENDEES – Brian Nath, Christopher Tarman, Dave Dillon, Donna Hajj, Julie Kahler, Katrina VanderWoude, Kerry Kilber Rebman, Laura Murphey, Linda Jensen, Martha Clavelle, Michael Copenhaver, Ray, Reyes, Sandra Ramos, Sang Bai, Sue Rearic, Taylor Ruhl, Tim Flood, Vanessa Saenz & Wayne Branker**

**New and Relevant Issues to Be Discussed**

1. Colleague
  - a. Software Upgrades
    - i. Quarterly updates – DIT / Timeline – Brian Nath reported this is still being worked on to get more matter-of-fact quarterly updates.
  - b. Academic Program / Major – follow up meeting done – Wayne Branker reported they are in the process of a two part cleanup. Brian Nath reported the link is being worked on, and that a meeting should be set up to review the look and feel of the WebAdvisor student majors screen.
  - c. Assignment Letter – Brian Nath reported that the letters are being customized to get away from Payroll having to interpret notes.
2. Student Success
  - a. Degree Audit for Students – working with vendor to finalize student authentication in test environment – Brian Nath reported that after testing, this will move to production, then links from WebAdvisor. The committee agreed this should be shown first at the Student Success Committee to demo, then to Counseling and Financial Aid.
  - b. Document Imaging
    - i. Upgrade needed
    - ii. Developing Implementation plan to support Doc Types (Counseling, EOPS, DSPS, etc.) – Brian Nath reported that Emily Smith and Eric Lane are currently working on this.
  - c. SEVIS – before end of year 2015 – Brian Nath reported that Eric Lane suggested January or February 2016 because of the amount of testing that needs to be done, this has to be configured and tested still.
  - d. Bus Analysts – working with HR – Brian Nath reported that there are no qualified candidates to move forward to second interviews, and he and the committee will be working with HR to see what the issue is with recruiting for this position.
3. Email upgrade & Office 365 – Brian Nath reported that the staff and faculty email have been upgraded. There will be a meeting with Microsoft about onboarding 365. Taylor Ruhl, Cuyamaca College and Katrina VanderWoude reported they are all having issues with shared calendars and public folders. Michael Copenhaver reported that it can be fixed with a setting in Outlook. Dave Dillon reported an issue when trying to log into Outlook from a web browser, it prompts you to install 365. Brian Nath will be looking into all these issues.
4. Roll out Office 2013 – memory and another email – Donna Hajj reported that this has been resolved in counseling at Cuyamaca. Grossmont just received memory.
5. Course Descriptions in WebAdvisor – There is a desire to have course descriptions listed in WebAdvisor. Various options on how to accomplish this were discussed.
6. EMA – Enrollment Management Analysis report – being tested – next steps – Brian Nath and Christopher Tarman reported that this is being tested with a small group, but there has been no feedback yet. It was agreed that another meeting be scheduled and then the feedback could be received.
7. Securing Customer Information / Security – Plan Draft – Steve Abat – A draft has been put together and will be refined in consultation with others, most likely a small workgroup.
8. Other

- Technology Counsel – Sue Rearic reported of a new counsel that has been discussed at the Chancellor's Cabinet. This counsel would oversee and coordinate all of technological issues and meet quarterly. The charge and composition needs to be put together. Once that is, the ATAC and ITAC charges will be updated and all will be reviewed at ATAC in December.

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

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

1. Transcript Requests – moving forward – working thru Form Fusion/Layout and formatting w Credentials
2. HelpDesk Software – RemedyForce – Fall/Spring implementation
3. Memory Upgrades
  - a. Finalizing installation at Grossmont, Installed at Cuyamaca
  - b. SSSP data nightly integration from Cynosure and SARS directly – working with Vendors
4. Workday - Material on the Intranet – check it out! (<http://intranet.gcccd.edu/workday/meetings.html>)
5. DART training and TES training – nothing further scheduled or actions items for IS

### **Ongoing Projects**

1. SSSP data nightly integration from Cynosure and SARS directly – working with Vendors
2. Network Infrastructure
  - a. Wireless Assessment done
    - i. HP Aruba acquisition and new product line
    - ii. developing implementation plan and costs
    - iii. Network Infrastructure - new routers and core switches to be purchased
3. WEB UI – roll out
4. CurricUNET – Engaged new vendors – Waiting for Fall 2015 meeting
5. 4 year CIP approval – VPs of Instruction / Instructional Office Workday Deployment
6. OpenCCCApply
  - a. International – still waiting – said June, just waiting
  - b. Supplemental (Student Success Committee)

### **Meetings for 2015**

1. Fall dates will be 12/17