

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

**MEETING NOTES**

**DECEMBER 17, 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, Kerry Kilber Rebman, Laura Murphey, Linda Jensen, Michael Copenhaver, Nicole Jones, Sandra Ramos, Sang Bai, Vanessa Saenz & Wayne Branker**

**New and Relevant Issues to Be Discussed**

1. Colleague
  - a. Software Upgrade – Downtime for Colleague/WebAdvisor Scheduled for Dec 22<sup>nd</sup> – Brian Nath reported that IS is hoping this upgrade will be much quicker than the scheduled time of 6am – 2pm. IS will let everyone know when it's back up. Eric Lane will post a message to students on WebAdvisor to let them know if the downtime.
  - b. WebAdvisor – Student Major(s) – Brian Nath will send an email to the VP's asking who IS should work with on this. A&R, Counseling & Financial Aid were suggested.
  - c. Assignment Letter – Brian Nath reported this is being customized to make it easier for Payroll.
2. Student Success
  - a. Document Imaging
    - i. Upgrade needed – working on PO – Brian Nath reported that this upgrade will be done as soon as the PR becomes a PO. Emily Smith & Laura Murphey will be helping with the implementation.
    - ii. Developing Implementation plan to support Doc Types (Counseling, EOPS, DSPS, etc.)
  - b. SEVIS – Eric Lane reported that the bug will be fixed with the upgrade on the 22<sup>nd</sup>.
  - c. DARS
    - i. Scheduling training / configuration – Brian Nath reported that training for the evaluators will be scheduled the first week of February. This training will last a week. At the beginning of the week, the list will be discussed. Brian Nath will be sending an email to Martha Clavelle and Nicole Jones discussing the list and asking for help getting it together with the evaluators.
    - ii. Student Authentication in progress
3. Bus Analysts – working with HR – Brian Nath reported that the word "coordinator" might be used instead. A new draft description will be done today or tomorrow and then shared with the committee.
4. Math Assessment (Cuyamaca changes) - Brian Nath reported his concerns for IS being informed about changes. It was suggested to bring up changes at ATAC.
  - i. Future Engl/ESL
  - ii. IS notification of Curriculum changes
5. Curriculum Approval – No Curricunet – will discuss at DCEC – RFP depending on costs – Brian Nath reported that there have been demos of different products, and IS needs to determine which one is best. Then that will be brought to DCEC for them to know first and give some guidance to make a decision.
6. Email upgrade – coming Spam Filter changes – Microsoft offers a free spam filter in the cloud, so we will be switching to that maybe in February. IS will be setting up sessions with Microsoft also to learn the system better.
7. Wireless enhancements – GC Dec 18-23, CC Jan 11-15 – Grossmont: see the email sent out by Brian Nath on 12/17/15. Cuyamaca will be done after GC. This will be done by Professional Development week.
8. Other

**Information Items – Discussed as Requested**

**Ongoing Projects with Change in Status**

1. Transcript Requests – working thru Form Fusion/Layout and formatting w Credentials
2. HelpDesk Software – RemedyForce – Spring implementation
3. Workday - Material on the Intranet – check it out! (<http://intranet.gcccd.edu/workday/meetings.html>)
4. DART – Need to fix a problem with reporting of GE categories
5. Course Descriptions showing in WebAdvisor – reviewed in DCEC

### **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. EMA – Enrollment Management Analysis report – being tested – next steps
5. Securing Customer Information / Security – Plan Draft – Steve Abat
6. Memory Upgrades - Still upgrading at Grossmont and Cuyamaca
7. Roll out Office 2013 – Still on going – another email start of Spring
8. Curricunet – Engaged new vendors – Waiting for Fall 2015 meeting
9. 4 year CIP approval – VPs of Instruction / Instructional Office Workday Deployment
10. OpenCCCApply
  - a. International – still waiting – said June, just waiting
  - b. Supplemental (Student Success Committee)

### **Meetings for 2016**

1. 1/21
2. 2/18
3. 3/17
4. 4/21
5. 5/19
6. 6/16