

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

MEETING NOTES

OCTOBER 20, 2016 – 10:00 to 10:45 a.m.

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

ATTENDEES – Aaron Starck, Amir Law, Brian Nath, Eric Lane, Jessica McKean, Lorenze Legaspi, Martha Clavelle, Michael Copenhaver, Nadra Farina-Hess, Sang Bai & Sheryl Ashley

New and Relevant Issues to Be Discussed

1. Workday – Brian Nath reported this is targeted to go live in January 2017.
2. TAC – Technology Advisory Council – waiting for Dec BPA – Brian Nath reported that this will be put off until the BPA meeting in December. ATAC/ITAC will continue as regularly scheduled.
3. BPAs – Technology planning – scheduled Dec 7,8,9 – Brian Nath reported the dates for the BPAs were settled on at TCC. He also stated that if you are planning on coming, all three dates are required to attend.
4. Staffing IS
 - a. Manager, Technology Programs (Student Services) – Brian Nath introduced Jessica McKean, who has been hired for the Cuyamaca position. They will need to go back out for the Grossmont position. In the meantime, Jessica will be a resource for both colleges.
 - b. Manager, Technology (Security and Systems) – Brian Nath reported that this position has been filled and the person starts October 24th.
 - c. Information Systems Business Analyst – Eric Lane reported they will interview for this position Tuesday and Wednesday of next week.
5. Drop for Non Pay – A discussion was had about the Drop for Non Pay date in January. Michael Copenhaver reported that FA has already sent out information to students with the January 20th date, but some want an earlier date of January 13th. Brian Nath said he will email Sahar Abushaban, Scott Thayer and Pat Setzer regarding this.
 - a. Business as usual
 - i. We will be placing Bus holds for Spring 2017 registration
 - ii. The Drop for Non Pay for Spring 2017 is currently scheduled for Jan 20th
6. Canvas – Process started – First 3 months (Authentication, SIS integration, training, branding, etc) – Brian Nath reported that IS is meeting with the vendor next week to discuss the timeline. He also reported in ITAC that IS will get the Authentication and SIS integration done, they are working with the vendor and an outside resource to write the integration code.
7. Blackboard Pay – Payment to Students – Brian Nath reported this agenda item was highlighting this system, the disbursement went out as planned, so this agenda item will be removed.
8. ESL – Cuyamaca Pilot
9. Wireless – Wireless using Cell service for laptop carts – Brian Nath reported that cell phone providers can provide a hot spot that can work for 8-10 laptops, they can be hooked up to the laptop and go anywhere with it. This would cost \$120 a month, and could also be used for outreach at high schools. IS is currently pursuing this.
10. Document Imaging – next steps – On site vendor Assessment done, next steps – Brian Nath reported that the vendor came out this month and they are waiting for a report from that visit. There was also a discussion about electronic forms that another vendor can provide so students don't have to wait in line for signatures, the security aspect of it, and that the approval process could be built in.
11. CAI – Common Assessment – Martha Clavelle reported that this has been delayed.
12. HelpDesk Software – RemedyForce – Fall implementation – Brian Nath reported that IS is using this internally, and it will be branched out to ICS and the phone operators.
13. EMA – Enrollment Management Analysis report – Brian Nath reported that Chris Tarman is currently working on a daily FTS report.

Information Items – Discussed as Requested

Ongoing Projects with Change in Status

1. Security Plan – next steps – Brian Nath reported that this will be discussed at the next extended cabinet meeting by Chris Tarman. The new Manager, Technology (Security and Systems) that starts October 24th will also be working on this.
2. SSSP data nightly integration from Cynosure and SARS directly
3. SANS – vendor presentations complete
4. Infrastructure
 - a. Wireless District Services pilot / testing new equipment
 - b. Ongoing Upgrading networks switches both colleges

Ongoing Projects

1. Addresses in Colleague – Solutions researched/discussed – need meeting with A&R/IS to define business rules
2. Current Projects – <https://intranet.gcccd.edu/is/status-of-projects.html>
3. Curriculum Approval – target RFP for Fall term
4. Degree Audit for Students
 - a. Build selection tree, focus group test with students, Fix problems - Upgrade to latest version
5. Memory Upgrades - Still upgrading at Grossmont and Cuyamaca
6. OpenCCApply - International App – Up and running, ready for September Apps
7. New Wireless – Purchasing new controllers and for implementation
8. Foundation/Aux – Scholarship application software – Academic Works – next steps
9. Nelnet – new Enterprise version – new target date – after Workday
10. SEVIS – Training done, Addressing identified issues & workarounds, waiting for Colleague upgrade
11. Transcript Requests - Form Fusion/Layout and formatting w Credentials
12. WEB UI – roll out – ongoing
13. Office 2013 – moving forward with IS assisted installs
14. Windows 10 / Office 2016 – next steps
15. Email – Archive & Personal Folders (PSTs) – move to mailbox/cloud – districtwide email
16. Onedrive for Business – Office Online – districtwide email