

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

MEETING NOTES

NOVEMBER 17, 2016 – 10:00 to 10:45 a.m.

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

ATTENDEES – Brian Nath, Christopher Tarman, Courtney Williams, Eric Lane, Jessica McKean, Julie Kahler, Kerry Kilber Rebman, Laura Murphey, Martha Clavelle, Mary Eden, Nicole Jones, Sang Bai, Sheryl Ashley & Sue Rearic

New and Relevant Issues to Be Discussed

1. Student Address Changes via WebAdvisor – moving forward – Brian Nath reported that a decision had been made on how to move forward, and it should be done by the end of this month. He stated that admissions will be able to run a report to see address changes.
2. Course Descriptions in WebAdvisor – moving forward – Brian Nath reported that a blurb description will be used, it will not match the catalog 100%. The Academic Senate Presidents at each college are working with a part-time English instructor on the description of the blurbs together. Brian also stated that the descriptions we have will hopefully be in by next week.
3. Document Imaging – moving forward with additional modules – Brian Nath reported that the vendor came and we found there is a lot we can do to better use this. Document Suite is something also being looked into purchasing with SSSP funds.
 - a. Forms processing, Electronic signature, Document management – check in/out
4. DARS – Degree Audit – Jessica McKean – pick list, technical issues – Brian Nath reported it is being worked on to make it more user friendly, and that there will be a possible focus group with students.
5. Workday – Brian Nath reported that the go live date will be early January. Timesheets in Workday will come later. A training plan is being put together and will be announced soon.
6. Security – Brian Nath reported this is a priority at the highest level. Training needs to be done, and action items will be shared soon. They are working on the ability for people to change their passwords off site, and to also enforce more complex passwords. There will be a discussion about this at Extended Cabinet on Monday.
7. BPA – Technology planning – scheduled Dec 7-8 1.5 days – Brian Nath reported the change of 2 ½ days to 1 ½ days. The college presidents will be sending invitations soon.
8. Staffing IS
 - a. Manager, Technology Programs (Student Services) – Brian Nath reported this position has closed, there will be interviews in early December, and he's hoping to fill the position by the end of the year.
 - b. Information Systems Business Analyst – Workday – Brian Nath reported this position has been filled and that person will start on the 28th, where they will begin working on Workday right away.
9. Drop for Non Pay – currently scheduled for Spring 2017 for Jan 13th
10. Canvas – Process started – First 3 months (Authentication, SIS integration, training, branding, etc) – Brian Nath reported that this is a high priority for the IS department. A pilot group for faculty will be December 9th. Single sign-on will be available. He also stated he's hoping to upload files today.
11. Daily FTES comparison report – Done before end of year 2016 – Chris Tarman discussed what has been worked on for this. Brian Nath reported this will be available to run through the web.
12. Network infrastructure upgrade plan – Brian Nath reported that some of the new wireless equipment for the pilot configuration in District Services came in. In addition, upgrades of switches needs to be done at both colleges first. He stated we are slowly moving to have a better wifi network.

Information Items – Discussed as Requested

Ongoing Projects with Change in Status

1. SSSP data nightly integration from Cynosure and SARS directly - Brian Nath reported IS met with Courtney Williams regarding this to see what they can do better and they have ideas on how to help both colleges.

2. Wireless – Wireless using Cell service for laptop carts – needs more testing – Brian Nath reported on the testings done so far and what's to come next.
3. HelpDesk Software – RemedyForce – Piloting with ICS at both colleges – Kerry Kilber Rebman reported that Sherri Braaksma is training her staff on this, and would like to go live with it in January. Sang Bai reported that his is comfortable with it. Brian Nath stated it could be a great way to track Workday issues. Brian also said he'd like to roll it out to the phone operators.
4. SANS – vendor presentations complete – getting best and final pricing
5. Infrastructure
 - a. Wireless District Services pilot / testing new equipment
 - b. Ongoing Upgrading networks switches both colleges

Ongoing Projects

1. Current Projects – <https://intranet.gcccd.edu/is/status-of-projects.html>
2. Curriculum Approval – target RFP for Fall term
3. Degree Audit for Students
 - a. Build selection tree, focus group test with students, Fix problems - Upgrade to latest version
4. Memory Upgrades - Still upgrading at Grossmont and Cuyamaca
5. Foundation/Aux – Scholarship application software – Academic Works – next steps
6. Nelnet – new Enterprise version – new target date – after Workday
7. SEVIS – Training done, Addressing identified issues & workarounds, waiting for Colleague upgrade
8. Transcript Requests - Form Fusion/Layout and formatting w Credentials
9. Windows 10 / Office 2016 – next steps
10. Email – Archive & Personal Folders (PSTs) – move to mailbox/cloud – districtwide email
11. Onedrive for Business – Office Online – districtwide email

Other

1. Brian Nath reported there were voice mail report issues and it would be rebooted within the next hour.
2. Brian Nath reported that the EMA report is done.
3. Brian Nath reported that during the scheduled power outage at Cuyamaca College, a network switch went down. IS is looking into this, and are looking into surge protection. Kerry Kilber Rebman reported that in the Student Center, AV gear had an issue as well.