

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

MEETING NOTES

FEBRUARY 16, 2017 – 10:00 to 10:45 a.m.

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

ATTENDEES – Asma Abushadi, Brian Nath, Chris Tarman, Eric Lane, Jessica McKean, Julie Kahler, Kerry Kilber Rebman, Laura Murphey, Michael Copenhaver, Pat Setzer, Sang Bai, Scott Thayer, Sheryl Ashley & Wayne Branker

New and Relevant Issues to Be Discussed

1. Workday - Intranet Site – Support, Training, FAQ, etc – Brian Nath reported people will be able to see their budgets in Workday in two weeks, as well as POs entered by others.
2. Colleague
 - a. Faculty - Email will show up if type is “Pri”, Phone will show up if type is “FAC” – Brian Nath reported that he will set up a phone call meeting with Pat Setzer and Katrina VanderWoude to discuss how to access this and move forward. There was a discussion on requiring the email to be their gcccd.edu email, which Brian Nath will discuss with the two VP's of instruction and A&R.
 - b. Transcript – possible changes – Brian Nath reported IS is working on these changes with Admissions.
3. Course Descriptions in WebAdvisor – Brian Nath reported that Laura Murphey and Jessica McKean get emails notifications for these, and have done 130 so far.
4. FTES – Coding standards – Brian Nath reported that after coming across having to fix coding, it was decided that a manual for how to code to state standards should be made. Julie Kahler currently has a model for this. IS, Research, and Instructional Ops will be getting together to create this manual.
5. Document Imaging – New modules and servers installed, working on initial configuration
 - a. Upgrade to latest version – Spring Break – Brian Nath reported this could take half a day. Wayne Branker and Sheryl Ashley said this would be fine with notice. Brian Nath said he would get the actual date.
 - b. Eforms processing, Electronic signature, Document management – check in/out/version control – Jessica McKean reported that eForms has been installed, and she is working on Business Insight with the vendor Lexmark. Business Insight is a tool to get reports out of Document Imaging.

Asma Abushadi was introduced to the group by Brian Nath.
6. DARS – Degree Audit – Jessica McKean/Asma Abushadi – pick list, technical issues, upgrade – Jessica McKean reported she is researching upgrades and has had positive feedback on the pick list. Brian Nath reported that Jessica McKean and Asma Abushadi will be looking into Ed Plan and that Chris Tarman will be talking about this in TCC.
7. SSSP data nightly integration from Cynosure and SARS directly – Brian Nath stated he hoped to have this nailed by next week hopefully.
8. Student Address Changes via WebAdvisor – IS needs to write audit report – Brian Nath stated this will be ready possibly within two weeks.
9. Security -2 step authentication, Workday access only on site – Brian Nath stated this would be talked about at TCC. He also stated that AD Azure will work with all aspects and is a common 2 Step authentication. Chris Tarman stated there are many components to the security plan and he and Brian Nath are working to have the plan in place by March.
10. BPA – Technology planning – Rescheduling – Chris Tarman reported the trainer is available the first week in March, the 6 – 10th, and he will talk to TCC about this today. Kerry Kilber Rebman reported that March 10th might be a good day for Faculty.
11. Drop for Non Pay – workgroup to review (DCEC)
12. Transcript Requests - Form Fusion/Layout and formatting w Credentials – Brian Nath stated he will talk to Wayne Branker and Sheryl Ashley about this.
13. SANS – Purchased – install Spring Break – Brian Nath stated notice will be given for this.

14. Daily FTES comparison report – Chris Tarman reported that this is still in progress, and will hopefully be released next week.

Other:

Brian Nath reported that WebAdvisor had a 5 minute timeout for students, and this has been upped to 30 minutes for security purposes. Faculty currently has an hour timeout.

Information Items – Discussed as Requested

Ongoing Projects with Change in Status

1. HelpDesk Software – RemedyForce – Piloting with ICS at both colleges
2. 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. Foundation/Aux – Scholarship application software – Academic Works – next steps
5. Nelnet – new Enterprise version – new target date – Summer 2017
6. Windows 10 / Office 2016 – next steps
7. Email – Archive & Personal Folders (PSTs) – move to mailbox/cloud – districtwide email
8. Onedrive – waiting for Security enhancements