

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

MEETING NOTES

MARCH 16, 2017 – 10:00 to 10:45 a.m.

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

ATTENDEES – Aidan Ely, Asma AbuShadi, Brian Nath, Courtney Williams, Eric Lane, Jessica McKean, Julie Kahler, Laura Murphey, Martha Clavelle, Mary Eden, Nicole Jones, Sang Bai, Sheryl Ashley & Wayne Branker

New and Relevant Issues to Be Discussed

1. Workday – Brian Nath reported that the focus right now is on the Finance side, budgets and reports. Within the next week, there will be a soft roll-out of the time entry system.
2. Colleague – Brian Nath reported he still needs to set up the phone meeting with Katrina VanderWoude and Pat Setzer.
 - a. Faculty - Email will show up if type is "Pri", Phone will show up if type is "FAC"
3. Search for Sections Subject pick list – Brian Nath reported that in Webadvisor, the subject areas are different at each college, but show all. He suggested for those that are unique to each college to have a hyphen-college at the end.
4. FTES – Coding standards – Eric Lane reported a meeting has been scheduled regarding this.
5. Document Imaging – New modules and servers installed, working on initial configuration
 - a. Upgrade to latest version – Spring Break – Morning of Mar 29th – Brian Nath estimated that this should be done by 10 am.
 - b. Eforms processing, Electronic signature, Document management – check in/out/version control
6. DARS – Degree Audit – Jessica McKean/Asma Abushadi – pick list, technical issues, upgrade
7. SSSP data – There was a discussion about data being readily available to review and analyze with both colleges.
 - a. integration from Cynosure and SARS directly
 - b. Data collection from High Schools – how to enter into Colleague – GC vs CC
 - c. Exemption – How to code Cohort of students that do not need to be "Directed to Services" and how does this coding affect our pathways or business processes
8. Student Address Changes via WebAdvisor – next steps – Eric Lane & Laura Murphey will meet with Admissions regarding the report that has been written.
9. Security -2 step authentication, Workday access only on site
10. Nelnet – new Enterprise version – target date – June / Summer 2017 – next steps – Brian Nath reported that this is where students enroll in payment plans. He stated they are talking with the vendor and Accounting and are hoping any changes will not be noticeable.
11. BPA – Technology planning – next steps – Brian Nath reported that at the BPA meeting, they came up with a new process to funnel technology requests. This will go to TCC in May for vetting. There will be a form to be filled out for the request that then goes to the College Campus Technology Committee for review and rank. This could be in place by the fall.
12. Drop for Non Pay – workgroup to review (DCEC) – Wayne Branker reported that IS is needed to be represented in the workgroup that has already met, they will meet again in April. This is still in discovery mode.
13. Daily FTES comparison report
14. Cuyamaca Counseling proposed change on WebAdvisor under "Optional Advising Workshop" – Brian Nath went over the screenshots provided by Jessica McKean. Cuyamaca would like to restructure their links and have decided to move forward with these changes.

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
3. SANS – Purchased – install Spring 2017

Ongoing Projects

1. Current Projects – <https://intranet.gcccd.edu/is/status-of-projects.html>
2. Curriculum Approval – target RFP for Fall term
3. Foundation/Aux – Scholarship application software – Academic Works – next steps
4. Windows 10 / Office 2016 – next steps
5. Email – Archive & Personal Folders (PSTs) – move to mailbox/cloud – districtwide email
6. Onedrive – waiting for Security enhancements

Other

Brian Nath reported on a \$1.5 million Promise Grant. He is unsure what this means as of now and is looking into it. This should make it possible for students to plan classes a year in advance but not register for them.

Brian Nath also reported about another Promise Grant for Technology teaching, such as drones.