

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

MEETING NOTES

April 20, 2017 – 10:00 to 10:45 a.m.

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

ATTENDEES – Aaron Starck, Aiden Ely, Asma AbuShadi, Brian Nath, Eric Lane, Lisa Lundgren, Jessica McKean, Katrina VanderWoude, Laura Murphey, Marsha Gable, Mary Eden, Pat Setzer, Sheryl Ashley & Vicki Watkins

New and Relevant Issues to Be Discussed

1. Workday – Brian Nath asked the group if they have any Workday questions or concerns. Aaron Starck reported that he has to approve everything in three different places, to which Brian Nath said that should be fixed this Friday. Pat Setzer is concerned among the deans that reimbursements are not going to their administrative assistants first to review before they approve. Brian Nath made a note of this to take to the Workday team.
2. **Colleague/WebAdvisor**
 - a. Faculty - Email will show up if type is "Pri", Phone will show up if type is "FAC" – Brian Nath reported that Information Systems has put together a document on how to update your email/phone number for Faculty. Katrina VanderWoude and Pat Setzer will communicate to their Faculty by email with this information. There was a discussion about whether to include this document in the Hire Packet, and Pat Setzer expressed that he'd rather his Faculty only use their gcccd.edu email.
 - b. Priority Reg starts April 24th, Open Reg May 9th, Drop for Non Pay May 26th
 - c. **Drop for Non Pay Process** – review the need to wait for a "Manual" review, a 2-3 hr wait time We could be done by 8am vs 10am or 11:30am. See below under – "Drop for Non Pay - Folks on the manual review list." – Brian Nath reported that the list could be given a day or two before the drop date is scheduled and asked if this would work. It was decided this would be discussed at DIT and talked about with Financial Aid.
3. Document Imaging – Business Analysis – use of doc types, sharing vs not sharing, permissions, etc
 - a. Upgrade to latest version – Done – fixed some "bugs"
 - b. Business Insight, Eforms processing, Electronic signature, Document management – Asma AbuShadi commented that through Business Insight, you can easily run reports that can identify grids.
4. DARS – Degree Audit – Jessica McKean/Asma Abushadi – pick list, technical issues, upgrade – Asma AbuShadi reported that Jessica McKean had demoed the test environment for Cuyamaca, and she would be replicating this for Grossmont.
5. SSSP data – Brian Nath reported this will give both colleges the ability to see data.
 - 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 – Brian Nath reported this is being worked on.
6. Student Address Changes via WebAdvisor – Done – Sheryl Ashley reported issues with this, and it was decided this would be discussed with Wayne Branker and at DIT.
7. BPA – Technology planning – next steps – Brian Nath reported they are waiting for the committee.
8. SANS – Purchased – install Spring 2017 – Brian Nath reported this has been completed, and they are now working on the wifi plan.
9. Drop for Non Pay – workgroup to review (DCEC) – Pat Setzer reported it has been difficult to schedule this workgroup. He is trying for the first week of May. Brian Nath stated he would discuss ideas he had regarding that issue with Pat.
10. Step Three – Advising

- a. Changes done for Cuyamaca
- b. Next steps for Grossmont ? – Brian Nath reported that Grossmont would like to make the same changes as Cuyamaca.

GCCCD WebAdvisor

CURRENT STUDENTS Welcome Brian!

Step Three - Advising

You must complete both Orientation and Advising to receive your earliest new student registration date

[Online Advising](#)
[Cuyamaca Students: In Person New Student Advising Appointment](#)

Information Items – Discussed as Requested

Ongoing Projects with Change in Status

1. HelpDesk Software – RemedyForce – Piloting with ICS at both colleges
2. FTES – Coding standards - rescheduled
3. Infrastructure
 - a. Wireless District Services pilot / testing new equipment
 - b. Ongoing Upgrading networks switches both colleges
4. Security -2 step authentication, Workday access only on site

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
7. Nelnet – new Enterprise version – target date – June / Summer 2017 – next steps
8. Daily FTES comparison report

Drop for Non Pay - Folks on the manual review list

A&R – Lisa Lundgren and Vanessa Saenz
VA – Deborah Ayers and Kerry Etzel
INTL – Yumiko Hudson and Mika Miller
FA – Mike and Ray
Residency – Wendy Woodward, Arianne Ahmadian & Sandra Ramos
Cashiers – Billie Lavan and Caroline Althaus
Business Office – Karen Kline