Rancho Santiago Community College District

District Office

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# Technology Advisory Group

Meeting of: Thursday, April 6, 2017 – 2:30 p.m.

Board Room, District Office – Room 107

**Meeting Minutes for April 6, 2017**

**Members Present:** Archana Bhandari, Tammy Cottrell, Dean Hopkins, Lee Krichmar, Alfonso Oropeza, Scott James, Sergio Rodriguez, John Steffens, Mike Taylor, Pat Weekes

**Members Absent:** Santiago Chamu - SAC Student, SCC Student, Jim Kennedy, Cherylee Kushida, Daniel Oase, George Sweeney

**Guest:** Stuart Davis

**Discussion**

* Call to Order
  + Meeting called to order at 2:35 p.m.
* Approval of Minutes
  + The minutes from the March 2, 2017 meeting were approved.
* **Applications Support Current Project Review** – Lee informed TAG of various support projects (large-scale) and would like them to be aware that ITS is not in a position to take on any additional tasks. However, should a new one come up from a regulatory standpoint, it will be prioritized accordingly and other projects might have to be pushed back. These projects fall under Stuart’s jurisdictions. Stuart went through each project, answered questions from the group and elaborated further as time permitted.
* **Ellucian Portal**
* Some considerable delays had transpired and some issues are still trying to get resolved with Ellucian, so far it is 80% complete. The goal is to get to a static state by the end of spring semester and a soft rollout in summer or fall (link on the website – unadvertised). Individual links such as Self-Service or Account Receivable, when ready and available, will be turned-on in WebAdvisor.
* Ellucian staffing issues has contributed to delays.
* For a smoother transition, Portal and WebAdvisor will run concurrently until comfort level is reached that the Portal becomes the new standard.
* ILP connectors for Canvas has an annual maintenance support at an additional cost just like Blackboard.
  + **Ellucian Mobile Release**
    - SCC – 95% complete but some issues with map images, otherwise has been pretty stable and vetted by Sergio R. and James K.
    - Still waiting for a point person for SAC but once this occurs; SCC will be used as a template.
  + **Community Services Site Replacement –** Complete
* **Position Control/Slot Management –** Fall 2017
* HR has gone live with ImageNow Status Change Form. ImageNow system of record has a new version ITS is working on implementing. It is based on HTML5 and removes the Java dependency making it browser agnostic.
* **Universal ID Cards (CI Badge) –** Complete
* Photo stations – additional station at SAC; location to be determined; same goes with SCC.
* **Attendance tracking**
* Almost ready to “go-live” since it is working in both hybrid, kiosk & swipe station mode.  Plan to be off from CI Track when the contract ends on June 30th.
* **Faculty Evaluation Site** – Summer 2017 Pilot
* Scott J. asked whether online student evaluation is included or available. Stuart is going to look into incorporating this into the system. Tammy shared that Distance Ed is using Survey Monkey as their online student evaluation tool.
  + **Canvas Implementation** – Summer 2017
    1. Plan is to have Sandbox courses up and available in Canvas by April 2017 so that SCC and SAC faculty become familiar as soon as possible.  Assigned ITS programmers are working diligently to get the connection strings with Colleague to assure that data is importing properly. Production level will be fully implemented summer 2018 as we have a hard deadline to replace Blackboard.
    2. Stuart shared that they are also reaching out to other school districts that have already implemented Canvas and gathering feedback that could be useful in our implementation process.
    3. Authentication piece is being handled by Bay D. who is working closely with Unicon Inc. They will utilize our existing AD login information to setup the configuration process. Account duplication may be an issue, we will closely monitor.
* **Common Assessment/Multiple Measures** – Fall 2017
* Annette W. one of our programmers is on the Region 8 committee with a representative from SAC to be kept well informed of any progress/updates that are coming through the pipeline.
* **Colleague Same Sign-on** – Summer 2017, 205 converted to date
  + On target with the timeline allotted.
* **OCDE Extract Payroll Changes** – Waiting for OCDE Interface Revamp, Summer 2017
* Still waiting for OCDE to rollout new payroll system interface.
* Meanwhile, ITS is coordinating with Payroll to provide OCDE extracts from Colleague. Extracting process will potentially eliminate re-entry of payroll data from one system to another, thereby lessening room for errors.
* **OCDE Vendor ACH Payment Processing** – Unknown at this time
* Another delayed project.
* **Ellucian Ethos (E.I.S Ellucian Identity Services)** – Summer 2017
* Centralized authentication for multiple systems such as AD, ADFS. Lee interjected that as for our ID management, Ellucian variation (based on Open source) was chosen which is supposed to give us the “most bang for the buck” and a much easier interface to use.
* It provides extra layers of security, which we currently don’t have. A test environment of AD is not available as it is a very complex endeavor. Test version in the cloud was the option chosen instead, but has not started yet.
* **Human Resources HR Privacy Flag Restructuring** – Testing now
  + Working with HR to try to tighten up privacy controls and in the process to create two new privacy codes.
  + Once in place, updates will run nightly. Access will only be given to HR and Payroll, as well as ITS department.
* **SARs Anywhere Upgrade** – Spring 2017
  + This is an upgrade to SARs Grid. Some training involved as it will have a different look and feel.
* **ImageNow Timesheets** – Testing now– Spring 2017
  + Very similar setup and routing process as electronic absence card and employee status change form. Still working on making it more user friendly.
* **Ellucian Hosted Services Transition** – Fall 2017
  + Currently in constant weekly calls with Ellucian and hopes for a major progress. Transitions and customizations will add layer of disaster recovery and uptime.
  + Ellucian to grant ITS team full access to environments currently on-prem for 9-12 months. This will be advantageous on both sides.
  + Project plan has a 3-week test period. Fall 2017 deadline is irrefutably not a realistic deadline but is given to Ellucian for us to get results and for them to allocate proper resources. “Go-live” date to occur only when all integrations are vetted and ready.
* Since time did not permit to cover the rest of applications support projects, the group agreed to contact Stuart for questions.

**Information Distributed**

* Applications Support Current Projects

**Next Meeting: May 4, 2017**

**2:30 to 4:00 p.m. in the Board Room (DIST-107)**

**Adjournment**

Lee adjourned the meeting at 4:10 p.m.