ENTERPRISE SOFTWARE ADVISORY COMMITTEE (ESAC) MEETING April 16, 2014

Present: Alan Cutler, Judy Pearson, Gary Van Voorhis, Howard Kummerman, Connie Austin
Absent: Mike Javanmard, Elizabeth Coria, Jennifer Fernandez, Yolanda Emerson, Don Mason, Mary Becerril, Chedva Weingart
Guest: NA

Call to Order
- The meeting was called to order at 1:35 by Gary Van Voorhis.

Approval of Minutes
- The minutes of the March 19, 2014 meeting were approved with one correction. Connie moved to approve the minutes, and this was seconded by Judy.

- IT Project Update – Completed Projects
  - Banner Upgrade – A new upgrade was installed last Sunday putting the new SSI forms into production. Judy will be populating the validation tables.
  - SSI Tracking Report – Alan and Ed create a report to track “New to College” students so Mike Munoz’s area could keep an eye on these students. The report shows a wide range in information including assessment, orientation, and student contact data.
  - Instructor Surveys – The new instructor surveys are in place and working per the new facility contract.

- IT Project Update – Ongoing Projects
  The committee was also updated on the status of other ongoing projects of the IT Department.
  - Degree Works/SSI Data Task Force The committee was updated on the status of SSI. IT is working with Counseling to create training documents. Online orientation should be ready in 4-6 weeks.
  - El Monte Electronic Course data file – Data is being verified to prepare this project. The goal is to use this for the fall 2014 term.
  - PCI Compliance - IT is making progress but it is slow.
  - Tech Plan – Preliminary reports are done.
  - Accreditation - Gary has submitted document which is in good shape and waiting for additional feedback.

- Sunguard Consulting - Antonio
Gary stated that he is waiting for some department to respond with their needs and he would then approach the president for funding.

- The meeting adjourned at 2:15 PM.
- The next meeting is scheduled for September 17, 2014 at 1:30 in LR105
ENTERPRISE SOFTWARE ADVISORY COMMITTEE (ESAC) MEETING March 19, 2014

Present: Mary Becerril, Alan Cutler, Judy Pearson, Gary Van Voorhis, Chedva Weingart
Absent: Mike Javanmard, Howard Kummerman, Connie Austin, Elizabeth Coria, Jennifer Fernandez, Yolanda Emerson, Don Mason,
Guest: NA

Call to Order
• The meeting was called to order at 1:35 by Gary Van Voorhis.

Approval of Minutes
• The minutes of the February 19, 2014 meeting were approved with one correction. Chedva moved to approve the minutes, and this was seconded by Judy.

• IT Project Update – Completed Projects
  o Financial Aid - New year roll is complete with some issues pertaining to trailing BOGG MIS reporting for the 2014-15 award year.

• IT Project Update – Ongoing Projects
  The committee was also updated on the status of other ongoing projects of the IT Department.
  o Degree Works/SSI Data Task Force The committee was updated on the status of SSI. Judy updated the committee on the Banner upgrade due out mid-April to collect the specific data required by the state.
  o El Monte Electronic Course Data File – Rio Hondo is working with El Monte to allow Math courses taken in high school to clear course pre-reqs. We are working to get a correct list of the courses. The goal is to use this for the Fall 2014 term.
  o PCI Compliance - IT is making progress but it is slow.
  o Tech Plan – In progress but waiting on progress for the Education Master Plan.
  o Accreditation - Gary has submitted two iterations of the Standard III-C document which is being reviewed by Marie Ekstrom and awaiting additional feedback.

• Sunguard Consulting - Antonio
  The committee discussed how much time and what would be covered by his visit. We would like to request Antonio because of his familiarity with Rio Hondo’s system. Mary presented a list of Admissions subjects to be addressed.
• The meeting adjourned at 2:05 PM.
• The next meeting is scheduled for April 16, 2014 at 1:30 in LR105.
ENTERPRISE SOFTWARE ADVISORY COMMITTEE (ESAC)
MEETING
February 19, 2014

Present: Connie Austin, Mary Becerril, Alan Cutler, Mike Javanmard, Howard Kummerman, Judy Pearson, Gary Van Voorhis, Chedva Weingart

Absent: Elizabeth Coria, Jennifer Fernandez, Yolanda Emerson, Don Mason
Guest: NA

Call to Order
• The meeting was called to order at 1:35 by Gary Van Voorhis.

Approval of Minutes
• The minutes of the November 20, 2013 meeting were approved with one correction. Connie moved to approve the minutes, and this was seconded by Chedva.

• IT Project Update – Completed Projects
  o MIS – RHC has submitted fall 2013 MIS. The due dates had been moved to February 3, 2014.
  o Imaging Project – Phase 1 complete, Mary and Judy identified some issues that have been found. Gary will schedule a meeting with them to discuss the issues.
  o 1098T – Completed in mid-January
  o COTOP – FA has identified students who were over paid in 2010-11 and we are waiting to see how effective this is.
  o Faculty Student Drops – This is fully active for instructors, we are resolving issues as they come up. The committee discussed the need for additional training for instructors to use. The consensus was that faculty can determine how to use this feature using the provided documentation with phone or email support.

• IT Project Update – Ongoing Projects
  The committee was also updated on the status of other ongoing projects of the IT Department.
  o El Monte Electronic Course Verification Data File – Rio Hondo is working with El Monte to allow Math courses take in high school to clear course pre-reqs. We are working on getting a correct list of the courses. The goal is to use this for the Fall 2014 term.
  o Banner Upgrades – There are a large number of upgrades to Banner Modules this year dealing with FA and the SSI. IT will be installing these upgrades on regular bases to keep the system current.

• Ellucian Consulting
Gary discussed getting an agenda together so we could schedule a consultant from Sunguard to help us with the implementation of module upgrade configuration and issues that have come up in the last several years.

- **New Web Site**
  The new web site is being updated with Rio Hondo area content. Training is being held on WordPress. Gary stated he hoped the content would be complete by mid-March.

- The meeting adjourned at 2:05 PM.
- The next meeting is scheduled for March 19, 2014 at 1:30 in LR105.
ENTERPRISE SOFTWARE ADVISORY COMMITTEE (ESAC)
MEETING
November 20, 2013

Present: Mary Becerril, Alan Cutler, Judy Pearson, Gary Van Voorhis, Chedva Weingart, Colin Young, Howard Kummerman
Absent: Connie Austin, Elizabeth Coria, Jennifer Fernandez, Kats, Gustafson, Walter Jones, Yolanda Emerson, Don Mason, KJ Lodico,
Guest: NA

Call to Order
• The meeting was called to order at 1:35 by Gary Van Voorhis.

Approval of Minutes
• The minutes of the October 16, 2013 meeting were approved with no corrections. Chedva moved to approve the minutes, and this was seconded by Collin.

• IT Project Update – Completed Projects
  o MIS – RHC has submitted spring 2013 MIS and 75/25 Human Resources state files.

• IT Project Update – Ongoing Projects
  The committee was also updated on the status of other ongoing projects of the IT Department.
  o DegreeWorks/SSI Data Task Force – Gary stated that the college is encouraging the staff to have student take advantage of this software. Judy stated the Ellucian is working on getting the software ready to input the Student Success Initiative data fields so they may be reported next summer.
  o Imaging Project – The project to scan old student records is ongoing. As of now about 575,000 records have been scanned, and the project should take about one more month to complete. The committee discussed this as phase, and RHC will continue to try to scan old records in many other areas once this is complete.
  o Faculty Student Drops – This feature was turned on for a limited number of instructors for the fall semester. Colin stated that it worked, and we are just waiting for grades to be rolled as the final test. It will then be turned on for all instructors sometime in Spring Term.
  o PCI Compliance – Gary stated the project is being broken in two components, one is procedural, and the second is technical. The technical part may require RHC to purchase a front end box to check for users passing spiked URLs and block them. More information will be forthcoming.
  o Technology Plan – This project is ongoing and IT is waiting for department feedback from other areas of the campus.
- COTOP – Gary and Chedva discuss what this was and that only Financial Aid was doing this right now. If this is successful the college may choose to expand to all students with a debt.
- 1098T – This project is started with the generation of a file so student may sign up to get there 1098T electronically.

- **CCC Online Initiative**
  Gary informed the committee that RHC proposal was not selected. A quick discuss of what the CCC Assessment and Ed Plan systems were.

- **Waitlist Procedures**
  Colin stated there was confusion about student movement on the waitlist. Judy, Mary, and Alan explained how students dropped for non-payment can move students from the wait list into the normal class roster and then completely off the waitlist.

- **New Web Site Update**
  Gary showed the committee what the new WEB site looks like.

- **Other Business**
  This was tabled due to a lack of time.

- The meeting adjourned at 2:35 PM.
- The next meeting is scheduled for February 19, 2014 at 1:30 in LR105.
ENTERPRISE SOFTWARE ADVISORY COMMITTEE (ESAC)
MEETING
October 16, 2013

Present: Connie Austin, Mary Becerril, Alan Cutler, Jennifer Fernandez, Kats, Gustafson, Gary Van Voorhis, Chedva Weingart, Howard Kummerman, Don Mason,

Absent: Elizabeth Coria, Yolanda Emerson, Walter Jones, KJ Lodico, Judy Pearson, Colin Young

Guest: NA

Call to Order
• The meeting was called to order at 1:35 by Gary Van Voorhis.

Approval of Minutes
• The minutes of the September 18, 2013 meeting were approved with minor corrections. Chedva moved to approve the minutes, and this was seconded by Jennifer.

New Business
• IT Project Update – Completed Projects
  The committee was updated on the status of completed IT projects since the September 18th meeting.
  o MIS – Program award and Financial Aid have been submitted. Ming Chen is completing other parts of MIS.
  o Financial Aid Upgrade 8.18 is complete.

• IT Project Update – Ongoing Projects
  The committee was also updated on the status of other ongoing projects of the IT Department.
  o MIS – Summer 2013 / Human Resources / “75/25” Analysis reports are in process, the state changed dates, so priorities have changed.
  o Imaging Project – The project to scan old student records continues. As of now about 425,000 records have been scanned, and should take about another months to complete. Gary discussed this as phase one, and RHC will continue to try to scan old records in many other areas. Other areas include Human Resources, architectural blue prints, addition documents in Admission and Records, load sheets, fire and police academy records.
  o Facility Student Drops – This feature was turned on for a limited number of instructors for the fall semester; IT is scheduling to turn it on to all instructors for Spring Term.
  o Refinements to Drop for Non-Payments – Gary and Alan gave an update to what changes were planned for spring of 2014.
  o PCI Compliance – Gary discuss what is needed for the college to be Payment Card Industry compliant. This if both procedural and technical.
Technology Plan – Gary stated that the kickoff meeting for the five year Technology Plan was scheduled to start on October 23rd.

CCC Online Initiative – Background and Status
Gary explained the state initiatives; Rio Hondo has applied to be part of the online initiative with four other colleges. The application has been submitted and we should hear by the end of the month.

Waitlist Procedures
This was tabled because Judy and Colin were not in attendance.

New Website Update
Gary discussed the new RHC web site. He stated that the basic format had been approved and was planning on showing it to many committees on the campus for feedback. Once that feel and format have been approved, individual areas of the campus will start to populate the web site with area specific information.

Other Business
- Gary announce the hiring of a new staff person in IT, Heather Cook will be starting November 1, 2013.
- The meeting adjourned at 2:15 PM.
- The next meeting is scheduled for November 16, 2013 at 1:30 in LR105.
ENTERPRISE SOFTWARE ADVISORY COMMITTEE (ESAC) MEETING
September 18, 2013

Present: Connie Austin, Mary Becerril, Alan Cutler, Jennifer Fernandez, Kats, Gustafson, Walter Jones, KJ Lodico, Judy Pearson, Gary Van Voorhis, Chedva Weingart, Colin Young
Absent: Elizabeth Coria, Yolanda Emerson, Howard Kummerman, Don Mason
Guest: NA

Call to Order
• The meeting was called to order at 1:35 by Gary Van Voorhis.

Approval of Minutes
• The minutes of the May 15, 2013 meeting were approved with no corrections. Chedva moved to approve the minutes, and this was seconded by Collin.

New Business
• IT Project Update – Completed Projects
  The committee was updated on the status of completed IT projects since the May 15th meeting.
  o OpenCCCApply: As of late June RHC is on the OpenCCCApply. As of today RHC has uploaded over 8,100 applications. Legacy applications are being converted to the new OpenCCCApply site.
  o MIS – RHC has submitted spring 2013 MIS.

• IT Project Update – Ongoing Projects
  The committee was also updated on the status of other ongoing projects of the IT Department.
  o MIS – Summer 2013 / Human Resources / Financial Aid - Gary gave the committee members an update of the MIS submission, and due dates.
  o Financial Aid Upgrade 8.18, for FISAP – This is currently being done and should be in place by the middle of next week in test, and will be loaded into production soon after.
  o Imaging Project – The project to scan old student records was started during the summer and is ongoing. As of now about 175,000 records have been scanned, and should take about two more months to complete. Gary discussed this as phase one, and RHC will continue to try to scan old records in many other areas.
  o Facility Student Drops – This feature was turned on for a limited number of instructors for the fall semester; IT is scheduling to turn it on to all instructors sometime in October. Collin stated that this was easy for instructors to use.
  o Refinements to Drop for Non-Payments – Gary and Alan gave an update to what changes were planned for spring of 2014. Debt holds were also discussed.
New Website Update
Gary discussed the new RHC web site. He stated it is close to showing it to the committee. A suggestion was made to have the committee members show it to their individual divisions and student leadership.

Other Business
- The CCC Online Education Initiative – This was tabled because of lack of time.
- Steps for students to Insure They Receive email from RHC – We had an issue at the beginning of the fall semester that some students did not receive RHC email, a virus sent out erroneous email and RHC email was labeled as spam. The IT team has corrected most of this issue, but Hotmail is still an issue. Gary is creating a document to be posted in many locations (i.e. the portal, poster, etc…) explaining what student can do if they have Hotmail.
- Five Year Tech Plan – Gary is putting together a task force for this project.
- Waitlist Procedures - This was tabled because of lack of time.
- Library Tab – Kats stated librarians wanted to be to modify the RHC web site; the committee suggested having the librarians sit with Kevin Luong to make sure it was the way the wanted.

- The meeting adjourned at 2:35 PM.
- The next meeting is scheduled for October 16, 2013 at 1:30 in LR105.
ENTERPRISE SOFTWARE ADVISORY COMMITTEE (ESAC)
MEETING
May 15, 2013

Present: Mary Becerril, Kats Gustafson, Howard Kummerman, Gary Van Voorhis, Chedva Weingart, Colin Young
Absent: Elizabeth Coria, Jennifer Fernandez, Yolanda Emerson, Mark Gutierrez, Walter Jones, Matt Koutroulis, Keo-Jye Lodico, Judy Pearson
Guest: NA

Call to Order
• The meeting was called to order at 1:35 by Gary Van Voorhis.

Approval of Minutes
• The minutes of the April 17, 2013 meeting were approved with no corrections. Kats moved to approve the minutes, and this was seconded by Chedva.

New Business
• IT Project Update – Completed Projects
  The committee was updated on the status of completed IT projects since the April meeting.
  o Oracle Upgrade – RHC’s Oracle databases that support Banner were upgraded to version 11g. As part of this project, the Financial Aid software was upgraded to support the 2013-2014 award year.
  o DegreeWorks (My Education Plan) – “My Education Plan” became available to students in late April.

• IT Project Update – Ongoing Projects
  The committee was also updated on the status of other ongoing projects of the IT Department.
  o OpenCCCApply – IT has started working on transitioning the college to OpenCCCApply, the Chancellor’s Office initiative to bring the CCC application process in-house. This will replace the current system that has been outsourced to XAP for the past decade or so.
  o Faculty Student Drops – This feature of Banner has been configured in one of the test databases, and will be tested over the summer.

New Website Update
• The website design committee continues its work to evaluate possible website design firms. This has turned out to be surprisingly difficult. A number of the vendors that have been approached have either been unqualified or non-responsive. The search for the designer/design firm continues.
• Retaining AccessRio Email Accounts for Graduates – ESAC agreed that when deleting Rio Hondo email addresses from Gmail, the addresses of graduates or students with 60 or more units would not be purged.

• The meeting adjourned at 2:30 PM.
• The next meeting is scheduled for September 18, 2013.
ENTERPRISE SOFTWARE ADVISORY COMMITTEE (ESAC)
MEETING
April 17, 2013

Present: Mary Becerril, Jennifer Fernandez, Kats Gustafson, Walter Jones, Keo-Jye Lodico, Judy Pearson, Gary Van Voorhis, Chedva Weingart, Colin Young
Absent: Elizabeth Coria, Yolanda Emerson, Mark Gutierrez, Matt Koutroulis, Howard Kummerman
Guest: NA

Call to Order
• The meeting was called to order at 1:35 by Gary Van Voorhis.

Approval of Minutes
• The minutes of the April 17, 2013 meeting were approved with no corrections. Colin moved to approve the minutes, and this was seconded by Walter.

New Business
• IT Project Update – Completed Projects
  The committee was updated on the status of completed IT projects since the March meeting.
  o MIS – Fall, 2012 – MIS for the fall term was completed and submitted to the Chancellor’s Office.

• IT Project Update – Ongoing Projects
  The committee was also updated on the status of other ongoing projects of the IT Department.
  o DegreeWorks (My Educational Plan) – It is the intention of Counseling to grant access to this feature of DegreeWorks to students during this term. Student tests with My Education Plan will be conducted on Saturday, April 27th.
  o OpenCCCApply – IT has started working on transitioning the college to OpenCCCApply, the Chancellor’s Office initiative to bring the CCC application process in-house. This will replace the current system that has been outsourced to XAP for the past decade or so.
  o Oracle 11g Upgrade and CALLA Financial Aid Upgrade – IT continues to work on database upgrade to Oracle’s version 11g. This version is a precursor to the Financial Aid software required to support the 2013-2014 award year.
  o Faculty Student Drops – This feature of Banner has been configured in one of test databases, and testing of the process is about to begin.

CurricUNET Update
• The “sand box” version of the system is available, and the team is working on form design and the workflow of the system. The plan is to pilot the system
during the Fall, 2013 term. The conversion of existing records has not yet started, but the plan is for the system to go live in calendar 2014.

New Website Update
- The website design committee is working to find an acceptable web designer or web design firm. This has turned out to be surprisingly difficult. A number of the vendors that have been approached have either been unqualified or non-responsive. The search for the designer/design firm continues.

Other Business
- There was discussion about the process of requesting Banner access and training and the need to adhere to RHC’s standards. Judy and Gary agreed to send an email to the campus reminding people of the procedures to follow when requesting access to Banner.
- There was a discussion about employee access to RHC’s systems when someone has violated the college’s computer access policies. No resolution was reached regarding this issue, and it was tabled to the next meeting.
- Time expired, and the decision to retain AccessRio accounts for graduating alumni was tabled for the next meeting.

Follow-up Items from the Meeting
- The meeting adjourned at 2:30 PM.
- The next meeting is scheduled for May 15, 2013.
ENTERPRISE SOFTWARE ADVISORY COMMITTEE (ESAC)
MEETING
March 20, 2013

Present: Mary Becerril, Kats Gustafson, Mark Gutierrez, Walter Jones, Judy Pearson, Gary Van Voorhis, Chedva Weingart, Colin Young
Absent: Elizabeth Coria, Yolanda Emerson, Jennifer Fernandez, Matt Koutroulis, Howard Kummerman, Keo-Jye Lodico
Guest: NA

Call to Order
• The meeting was called to order at 1:30 by Gary Van Voorhis.

Approval of Minutes
• The minutes of the November 20, 2012 meeting were approved with one correction. Chedva motioned to approve the minutes, and this was seconded by Judy.

New Business
• IT Project Update – Completed Projects
  The committee was updated on the status of various IT projects since the November meeting.
  o The “Add-Auth” language was changed prior to the start of Spring Term to make it easier for students to understand how to enter “add” codes. Mary indicated there had been a decrease in her calls and subsequent cleanup as a result of this change.
  o The “VC/VCL” designators in the student schedule were changed to “WEB/WBL.” This change, too, was made to make it easier for students to understand that particular classes were being taught online. Additionally, all references to “VC/VCL” in Banner’s historical files were changed to “WEB/WBL.”
  o The group was informed about the rollout of Parking Plus for the Spring Term. This was perceived as a big improvement to the manual system it replaced.
  o Drop for Non-Payment was also first implemented for Spring Term and had gone very smoothly. The consensus is that everyone – students, faculty, and staff – have adapted very easily to this change in the College’s procedures.
  o AccessRio Parallel Deployment – IT re-implemented the AccessRio portal prior to the start of Spring Term to address performance issues during the first two weeks of school. The changes created major improvements to the stability of the portal during this critical part of the term.

• IT Project Update – Ongoing Projects
  The committee was also updated on the status of other ongoing projects of the IT Department.
o DegreeWorks Student Access – It is the intention of Counseling to grant access to this feature of DegreeWorks to students sometime during this term. This will allow students to perform their own “what-if” analyses when contemplating switching majors or other significant changes to their educational path.

o OpenCCCApply – IT will soon be starting to work on transitioning the college to OpenCCCApply, the Chancellor’s Office initiative to bring the CCC application process in-house. This will replace the current system that has been outsourced to XAP for the past decade or so.

o Oracle 11g Upgrade and CALB Financial Aid Upgrade – IT continues to work on database upgrade to Oracle’s version 11g. This version is a precursor to the Financial Aid software required to support the 2013-2014 award year.

o A&R Records Imaging RFP – The governing board awarded American Reprographics Corporation with a contract at the March, 2013 meeting to assist Rio Hondo with imaging a portion of its student records. This project will start in late May or early June.

New Program Review Software
- Gary briefly mentioned that Howard, who was unable to attend the meeting, is reviewing software options for replacing the PlanBuilder planning software.

CurricUNET Update
- The skeleton of the system is available, and the team is working on form design and the workflow of the system. The plan is to pilot the system during the Fall, 2013 term. The conversion of existing records has not yet started.

New Website Update
- The website design selection committee has been meeting for six weeks and has identified a selection of “attractive” sites to be used as a source of design ideas. The taskforce has also created a potential navigational structure for the site, and is starting the process of finding a designer or design firm to assist with the design process.

Other Business
- Judy reminded the group that registration starts April 24, 2013.
- Judy asked about RHC’s transition to Luminis 5.0, the next release of the portal software that Ellucian is delivering. Gary indicated there are no plans to upgrade at this time due to the immaturity of the software, but IT continues to monitor developments with this product.
- Colin asked about online dropping of students by faculty, and Judy indicated it has been set up in test and that IT will soon begin testing this facility.

Follow-up Items from the Meeting
- The meeting adjourned at 2:30 PM.
- The next meeting is scheduled for April 17, 2013.
ENTERPRISE SOFTWARE ADVISORY COMMITTEE (ESAC)  
MEETING  
November 21, 2013

Present: Kats Gustafson, Mark Gutierrez, Gary Van Voorhis, Colin Young  
Absent: Mary Becerril, Elizabeth Coria, Yolanda Emerson, Jennifer Fernandez, Matt Koutroulis, Howard Kummerman, Walter Jones, Keo-Jye Lodico, Judy Pearson, Susan Uniza  
Guest: NA

Call to Order  
· The meeting was called to order at 1:35 by Mark Gutierrez.

Approval of Minutes  
· The minutes of October 17 were approved with one correction.

Follow-Up Activities  
· IT is investigating the upload of FA docs to Banner. This issue is still being investigated and will be discussed at a future ESAC meeting.

New Business  
· IT Project Update – Completed and Ongoing Projects  
The committee was updated on the status of various IT projects since the October meeting.  
   o The Parking Plus online parking system will be implemented for the Spring 2013 Term  
   o Dropping students for non-payment prior to the start of school will begin with the Spring 2013 Term.  
   o The new OpenCCCApply system is scheduled to be implemented for the Summer 2013 Term.

CurricUNET Update  
· Kats updated the group on the status of the CurricUNET rollout. This project is in its early stages and will gather momentum during the next twelve months.

New Website Update  
· The website design selection committee has been formed, and the first meeting of the committee is scheduled for December 6, 2013.

Other Business  
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Follow-up Items from the Meeting  
· The meeting adjourned at 2:30 PM.  
· The next meeting is scheduled for February 20, 2013.
ENTERPRISE SOFTWARE ADVISORY COMMITTEE (ESAC)
MEETING
October 17, 2012

Present: Mary Becerril, Mark Gutierrez, Walter Jones, Keo-Yje Lodico, Gary Van Voorhis
Absent: Elizabeth Coria, Yolanda Emerson, Jennifer Fernandez, Kats Gustafson, Matt Koutroulis, Howard Kummerman, Judy Pearson, Susan Uniza, Colin Young
Guest: NA

Call to Order
• The meeting was called to order at 1:35 by Mark Gutierrez.

Approval of Minutes
• The minutes of September 19, 2012 were approved with no corrections.

Follow-Up Activities
• IT is investigating the upload of FA docs to Banner
• IT still researching whether historical “VC” fields can be updated to “Web”
• Waitlist language can be changed to “… Chk Accessrio Email.” This can be done by A&R. Mary to follow-up.
• Mark demonstrated the Add/Auth screen. The suggestion was made to see if the word “APPROVED” can be changed to “PENDING” to alleviate confusion.

New Business
• IT Project Update – Completed Projects
  The committee was updated on the status of various IT projects since the September meeting.
  o Financial Aid Upgrade (8.15)
  o Zero BOG Re-submission (09-10, 10-11)
  o Annual Fin. Aid submission (11-12)
  o Summer MIS
  o Mark discussed the new “SG” component for Mesa and Veterans.
  o Mark indicated Foster Youth is also in this category, but there were no identified Foster Youth students for the summer term.
  o Annual Program Award submission

CurricUNET Update
• Implementation team is meeting at least once per month
  Implementation team is having weekly conference calls with Governet (Wed. 9:30-10:30) to track progress and assign “homework.”

New Web Site Update
• Gary: The Academic Senate and the Classified Union have identified people to serve on the web site design task force. The faculty representatives are Jon Whitford, and Chris Acuna-Hansen. The classified representatives are Zulma
Calderon and Irene Torres. Other task members include Gary Van Voorhis, Kevin Luong, Sable Cantus (IT), Kats Gustafson (Instruction), Susan Herney and Sylvia Viramontes (Marketing). The suggestion was made to add someone from Student Services and someone from DSPS. Walter Jones volunteered for Student Services. Mark Matsui’s name was suggested for DSPS. Now that the group has been identified, meetings will be arranged to begin the process of choosing a designer.

Other Business
- Walter: Outlined the online orientation and video introduction to the college that is under discussion.

Follow-up Items from the Meeting
- Topic for next meeting: Update on OpenCCCApply
- The meeting adjourned at 2:12 PM.
- The next meeting is scheduled for November 21, 2012.
ENTERPRISE SOFTWARE ADVISORY COMMITTEE (ESAC)
MEETING
September 19, 2012

Present: Mary Becerril, Elizabeth Coria, Jennifer Fernandez, Kats Gustafson, Mark Gutierrez, Walter Jones, Keo-Jye Lodico, Gary Van Voorhis, Colin Young
Absent: Yolanda Emerson, Matt Koutroulis, Howard Kummerman, Judy Pearson, Susan Uniza
Guest: NA

Call to Order
- The meeting was called to order at 1:35 by Mark Gutierrez.

Approval of Minutes
- The minutes of May 16, 2012 were approved with no corrections.

Follow-Up Activities

New Business

- **IT Project Update – Completed Projects**
  The committee was updated on the status of various IT projects since the May meeting.
  - Account cleanup; approximately 900 accounts deleted
  - Change to “Incomplete” language on Grade Entry screen
  - A new Perkins/VTEA survey (Pre-registration) survey was implemented for Fall 2012 registration.
  - Fin Aid Upgrade – I.T. will look into being able to upload verification documents through the portal
  - College Calendar MIS submission is complete
  - Luminis Upgrade (4.3)
  - IRP Channel added to AccessRIO
  - Spring MIS submission is complete
  - Implemented a new GoRio TAP card auto re-charge in August
  - Replaced “VC” with “Web” – I.T. will investigate whether VC can be changed in historical records so that VC may be removed from the drop-down list.
  - Program Award MIS submission is complete
  - SARS Trak rolled out for Summer
  - SARS Grid Messaging Upgraded in Summer

- **IT Project Update – Upcoming Activities**
  - Network and Computer Use Policy; approved by P.F.C. and awaiting board approval.
  - Credentials Parking to be implemented in Spring 13
  - Drop for Non-Payment to be implemented in Spring 13
  - Oracle database upgrade Need upgrade to AppWorx and ODS. AppWorx is done, ODS yet to do. – WIP
- Luminis parallel deployment – WIP

- **Waitlisted message in SSB**
  - Discussed Changing the ‘Waitlist’ Action in SSB Add/Drop; Presently “Waitlisted !! Check RioEmail!” The committee approved making this change. Will try to say “Waitlisted! Check AccessRio Email” but will adjust depending on the number of characters possible in the field.

- **CurricUNET Update**
  - Kats and team met with Tim McDowell, the CurricUNET project manager. They are working on the taxonomy to be used. The project is just getting started. The goal is to beta in the Spring, and be live Fall, 2013.

- **New Web Site Update**
  - Gary discussed the web site project and the need to find a designer. There was a sense that a small group could be used to find a designer and help narrow the list of possible designs to a reasonable number before involving the wider campus community. Colin will talk to Adam about possible participants in this process.

**Other Business**
- Mark discussed the need to add two deans to the committee. Gary to follow up with Ken. Robert Holcomb was also mentioned as President of the MCC.
- IT to check make sure Kenn Pierson, V.P. of Academic Affairs is on the Curriculum listserv.

**Open Discussion**
- Mary brought up that A&R is still having issues with the Add Code screens. Too many students don’t perform the steps properly.
  - Suggestions:
    1. Send instructions to instructors via email at the beginning of the term as a reminder.
    2. I.T. will open case with SG about this issue.
    3. Look into the option of changing the “Approved” message to “Approved – Press Submit” or similar language.

**Follow-up Items from the Meeting**

The meeting adjourned at 2:30 PM. The next meeting is scheduled for October 17, 2012.