Administrative Systems Advisory Group — March 15, 2022

Attending:

x	Antonio Bangloy		Alexis Carter/Vanessa Ortiz		Paulo Madrigal	x	Pedro Suarez		Marisa Ziegenhohn
	John Barkman		Jenny Phu	x	Krupa Patel	x	Chuong Tran	x	Uyen Mai
	George Bradshaw	x	Francisco Dorame/Caron Gomes		Gabby Sesma	x	Eric Turner	x	Jackson Kuo
	Monica Cantu-Chan		Rich Lee	x	Meghan Chen	x	Krystal Yeo	x	Loralyn Isomura
x	Anthony Moore	x	Manuel Cerda	x	Patty Quinones				
								x	Rosa Asencio

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1.	**Announcements**	**Antonio:**
		• New Students GOOGLE accounts configurations – minimal access. Only for internal use and NO Google storage. Once payment or Financial Aid has been confirmed, then accounts get elevated.
		• Bad Actors/SPAM deprovisioning. Proposal to only allow minimal (lower level) access.
		  ○ Have a student.mtsac.edu email account
		  ○ Can only send/receive internal emails
		  ○ Wait until student makes a payment or Financial Aid disbursement – able to send/receive emails from external environments and have access to Google storage.
		• M. Cerda asked if we may need to White List FAFSA, FA emails.
		• V. Ortiz asked about People Admin. Applicant Tracking system – applicants not receiving emails. Not related to deprovisioning accounts. A. Bangloy asked to connect later.
		• M. Cerda comment/question – new student not using a Mt. SAC email account when they register. He is concerned that new students may not be receiving emails from Financial Aid. A. Bangloy ask to let him know if any emails need to be "White Listed".
		• A. Bangloy asked if ASAG supports this proposal – next step is to take it to ITAC.
		
		Programmers Demo on suspicious accounts/emails. D. Tran, D. Gordon & A. Kuo joined the committee to show examples of bad actors/spam accounts. Obvious ones will be deprovisioned. Valid emails addresses will be able to reapply.

		• M. Cerda asked, when the account is reactivate their account does it retain emails from previous account or does it reset? A. Bangloy, replied, when the student reapplies the email address will be the same but the previous emails will be gone. • A. Bangloy - If the committee wants, IT can send an email to the email address to inform them that the email will be deactivated. He recommends not to inform the potential "bad actor". • M. Cerda clarified, his question was regarding students deactivated for sitting out not "bad actors". A. Bangloy responded E. Turner and the Web Team started deprovisioning accounts 5-years and older. • A. Bangloy asked for "thumbs up" to proceed. The committee approved. **Chuong:** • Next drop for noncompliance with vaccination requirements is March 25. This drop only impacts students whose classes start before 4/18/22. **Eric:** • Portal Replacement Vendor Demos took place last Monday – He will update the committee after the ratings have been received. • Gmail/G-Suite apps – similar to deprovisioning accounts. ITAC is asking IT to recommend which apps should be deactivated. • Omni CMS Conference – Hyper-Personalization, students expect institutions to provide similar customization like Amazon, Netflix, and Google. Some tools are automated. E. Turner provided more information on "hyper-personalization" for the group. Examples included the ability to remind users to complete tasks etc. to enrich the user experience. • M. Chen asked about the vendors for the Portal Replacement and who were he Instructional mangers on the team and the timeline? E. Turner asked if anyone from the committee would like to view the demos, he can send the ZOOM link. Vendors are Ellucian (incumbent system) - Experience, rSmart – One Campus (used by Citrus), and Pathify (used by Ventura and

		Chaffey Colleges). Representing the Instruction Office is Loralyn Isomura. E. Turner added, the criteria was developed by the group. M. Chen would like to view the vendor demos and provide feedback. E. Turner will send the link and criteria sheet to Meghan and discuss off line the volunteers on the team. • Timeline: Lumius sunset date is June 2024.
2.	**Recent System Issues**	
3.	**Recent Upgrades**	• Banner Financial Aid 8.41.1.2 upgrade was performed over the weekend.
4.	**Planned Upgrades**	• DB upgrade 9.20 for Ethos.
5.	**IT Project Status Update**	**Completed:** • 2nd grade roll for winter 2022. The first grade roll was missing a records. • Drop for noncompliance with vax on March 3, 121 students were dropped. C. Tran thanked Yen, Marketing director for assistance in notifying students. • Parking permits claim for HEERF reports. • Cohort upload process for RVT program. **Current:** • Winter 2022 MIS • Extend drop dates for dual-enrollment students • Dual-enrollment application • Students of Distinction • Foothill Transcript • Reports for SCE • Superglue adapter for transferring CVC MIS data
6.	Admissions & Records	• No report
7.	Counseling	• C. Gomes reported, Degree Works test environment for the new Dashboard. Is going on now and should be completed today. • Launched 2 Etrive forms for Counseling. She is working with IT team to launch additional form for the department. • F. Dorame reported, they have implemented the Early Alert Navigate system with Math and English departments – it is going really well with 4 specific alerts. Will have more data and outcomes for the next meeting.
8.	Financial Aid	• J. Phu reported the Census data was due last week and she asked Chuong to provide a list of the students who were recently dropped from classes. She also reported the 2022-2023 Academic Calendar has been approved. She had a question for Chuong regarding students who were dropped – she asked for a list of students.

9.	Instruction	• P. Suarez reported the Winter Addendum has been completed and published online. Working with vendor on introducing a new search function for the Catalog. • M. Chen announced the Academic Calendar was approved at last week's Board meeting. The delay has put scheduling for Fall Semester behind by two weeks. • L. Isomura discussed how the New Schedule Blocking process for the Fall term focusing on 54 and 72 hour courses has resulted in fewer blocks being used. M. Chen clarified these are not new blocks they are existing blocks.
10.	Research	• P. Quinones provided a draft of the Purpose for the proposed Data Governance Committee. She asked that the group review the document and send her feedback. Antonio added the goal of the committee is to provide standards/policy/ownership for data. Meghan asked about compliance or accreditation standards and the need to include how requests from on and off campus are handled.
11.	Noncredit Instruction	• No report
12.	Fiscal Services/Cashier's Office	• J. Kuo reported the Chrome River training through POD has been suspended for now. The videos are still available on the website. Individual training may be provided as needed. Purchasing Deadlines have been posted for Year-End • M. Ziegenhohn reported budget development process started March 1. Budget Development training is available for managers 2-3 times per week in preparation for next year..
13.	Payroll	• No report
14.	Human Resources	• V. Ortiz reported that she is working on a new Employee On Boarding process which will be fully electronic. Contact her for if there is information for your department you want included.
15.	Marketing	• No report
16.	**Next meeting dates**	April 19, 2022

Meeting Recording:
https://mtsac-edu.zoom.us/rec/share/rMvJ-yy-CWxCkWfzNhDHwmpn1VwsRziY379rIEHxUhlveMMG1R5MkLLlp3phDArN.buYRMb6vPjNXOhFK

Access Passcode: U+?Vy5T.