NOTES – ENROLLMENT MANAGEMENT
MAY 10, 2018

Present: J. Anaya, M. Arthur, J. Baranski, L. Clowers, R. Dreizler, E. Geraghty, T. Hazell, C. Jeffries, L. Justice, A. Leible, R. Miyashiro, D. Mussaw, S. Niles, D. Patel, G. Perez, B. Prado, I. Reyes, J. Shankweiler, J. Sims, J. Smotherman

Other Guests: D. Breckheimer

I. DISCUSSION/ACTION

A. <u>Educational Technology Review</u>: Art Leible provided an overview of technology innovations (software only) to automate manual processes that the College is implementing with a timeline:

Business Function	Timeline
Automating enrollment in district benefits programs; providing self-service benefit queries	In development; implementation on target for 7/1/18 for new hire enrollment; Campus-wide implementation by 9/24/18 for Fall Open Enrollment.
Automating new hire paperwork and onboarding processes for employees	In development; implementation on target for 8/1/18 new hire onboarding.
Automating the creation of forms and documents with e-signature capability	User licenses have been issued to key departments and those who request for their department. Forms in full campus-wide utilization since 5/2/18. More forms being created and released monthly.
Automating time keeping processes and time card records	2018-2019 Phase one temps and non-certs May 18, Phase 2, remaining full time staff, 2018-19
Alternative to current online employment application system	Submitted via TracDat for the FY 2018-19 budget review process
Automating performance evaluation and tracking systems for performance management	In development; implementation on target for 6/1/18 rollout & trainings for administrator/ manager performance reviews (Phase 1). Phase 2 rollout for classified staff scheduled for 8/1/18
Automate schedule building	2018-19
Automate creation of college catalog	2018-19, Demo April 4th
Alternative to current curriculum management system (out of date; no longer supported)	2018-19, Demo April 4th
Student outreach to enrollment tracking tool	Spring 2018
Multiple Measures assessment – transcript evaluation algorithm tool	
Automation of budget reporting and budget development	Summer 2018

Automation of position control functions	Training and use existing PC/Budget modules
Improve Student Outreach and Communications in Financial Aid	Summer 2018
Improve Student experience Semester Course Building	Fall 2018
Automation of manual payroll functions	Fall 2020 (when ECC rolls into the CGI upgrade)
Improve use of Ellucian Colleague system by staff and faculty	Summer 2018, expanding to entire College staff in progress
Improve use of Ellucian Colleague Accounting and Grant management	On Hold, training may fix this issue
Automate the Graduation processing	2018-19
Improve Campus-wide Survey tools	Purchased April 18, in TEST
Improve use of Ellucian Colleague	Summer/Fall 2018 Work orders approved and being signed.
Improve use of Ellucian Colleague	Spring 2019
ILP Integration Canvas to Colleague	In TEST and going into PROD April 18
Upgrade ITS Help Desk System	Servers built, being configured
Replace Student Tracking system to capture contact hours	Demos conducted, consultation in-progress
SARS Replacement	Demos completed, survey out for choices
Professional Dev software	Product provided by CCCCO; committee currently reviewing & testing product
Strong WorkForce	Contract review underway, Data extract on hand, Cerritos Pilot
Upgrade ForcePoint (better coverage, less cost)	AMP and Umbrella are cloud based components for Malware, Ransomware, and data mining protection with the new Firewall

II. **Next Meeting**: 6/14/18; 1:00-2:00 p.m. in Alondra Room. Meetings will be scheduled for the summer. Committee will work on revising the Enrollment Management plan.

Robin Dreizler and Ross Miyashiro will provide an update on Outreach and strategies on registration at the next meeting.