VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE
OCTOBER 2, 2014
8:30PM➢DR.THOMAS G. LAKINBOARD ROOM

MEETING NOTES

Attendees:
Clare Geisen, Dave Fuhrmann, Dave Keebler, Iris Ingram, Mike Shanahan, Patrick Jefferson
Guest: Mike Rose

1. Review Minutes of 08-07-2014
   The notes were approved.

2. IT Staffing
   Dave reviewed the staffing changes in IT. A new ITSIII position has been added at MC, bringing the total number of IT positions district-wide to twenty-five; Dan has been temporarily re-assigned to MC to assist with the vacant supervisor position; Jeff has been re-assigned to work on the wireless network project with Dave overseeing the campus IT along with Mike Bush. A new higher level supervisor position is in the process of being created for each campus. The position has been reviewed by the Cabinet and will be presented to the Personnel Commission within the next three months.

3. Items Referred from Chancellor's Cabinet of September 08, 2014
   The Chancellor has requested feedback and action plans for these items that were generated from the forums held at each site. Dave will present the responses to Cabinet.
   - Review payment plans to allow for more flexibility, particularly in the area of late start classes
     After discussion, it was determined that more specific payment plan information is needed. Note: The plans are configurable; Kirk in accounting works with the Student Business Offices to set up the payment plans.
   - Allow students more days to pay for classes before dropping (seven days were mentioned at Ventura College, but there was no consensus)
     There was discussion on reaching a balanced approach. Currently FA students are exempt from the drops; students moving from the waitlist into being enrolled in a class have up to seven days to pay. Allowing three days for payment up until the class begins was discussed. The ability for other students to enroll in a class needs to be taken into consideration where there are students registered but not making payments.
   - Allow students to pay for classes on the same day they start
     This pertains to certification classes. After discussion, there was consensus to not move forward with this item. It would require specific coding.

- Notify students on wait lists by text when classes become available so they have quick/easy access
  Different options were discussed. The contract with Blackboard Connect for emergency notifications could be expanded to include other types of notifications. This would need Board approval; Dave has a quote that he will present to DOC. The portal announcements feature could be used with an approval process developed; this could be ready in time for spring registration.
- Review size of waitlists
  The waitlist numbers are increasing for VC. This would be course specific.
- Post all late start classes in portal and on website so students can access availability
  There was discussion on how best to highlight late start classes that are easily missed. Santa Paula classes were also mentioned as needing to stand out. The portal announcements were suggested; utilizing the slider area in the portal was another suggestion as it is not currently used. Popups in the portal and email blasts that will show up in the mobile app were also discussed as options. The information can be sent to Clare or Marc.

4. Project Updates:
   - Power Outage at Stanley Ave – Follow-up Status
     Ventura Unified will be replacing a switch over a weekend. During the repair, VCCCD will be on generator power. A message will be posted on the portal with a warning of a possible outage. Funding has been allocated to enhance disaster recovery. Moving the data center to MC and using the DAC as a backup is being explored.
   - 3SP Technology Implementation – Status Report
     Dave will send to the group the MIS report data that he received from John. Most of the numbers increased, some decreased.. John is checking the numbers.
   - Telecommunications - Voice Services from TW Telecom
     All campuses except for OC have been switched over to TW Telecom. OC will be switched over next week. There are some faxing issues that are being worked on to resolve. There should be a savings of $4,000.00 realized per month.
   - Argos Reporting Tool
     The project is scheduled to begin in the last weeks of October. Consultants from Strata Information Group are being brought in to assist with customizing Argos to fit our needs. Allan was to be the lead; with his absence, the project has slowed down slightly, but is still on track. SIG will also assist with setting up data blocks and views. Argos should be ready for internal use in November. Dave will continue to give status updates.
   - Adobe Site License
     In working with the Classified Professional Development Committee, a plan has been developed to deploy the site license in a targeted manner. Victory will provide basic training and Lynda.com will be utilized for more advanced training. Providing release time for staff to take advantage of the Lynda.com online module trainings is being explored. The deployment will begin with the DAC following with the colleges. Not all staff will need all of the available Adobe modules. Some will require approval.

- File Sharing Services
  Dave has been exploring the options. Microsoft is less expensive than Box, which is the leader in this area. Microsoft is also able to integrate with other systems used by VCCCD.
- SharePoint 2013
  The 2013 has been installed and the data will be migrated over. It is expected to be completed by the next meeting. Dean set up the server; Victory is the main contact and Marc is the backup contact. This version is easier to work with and has more flexibility. A team will be created to gather input from the campuses on different needs and ways to utilize SharePoint.

5. Other Business
   - The portal update is scheduled for April. This is a major upgrade that is mostly internal; the users will not notice a huge difference. The current version is very old and will not be supported much longer.

   - Dave mentioned the availability of a registration feature in the mobile app. This would be a cost of $20,000.00 Dave will be presenting to DOC. The feature will need to be evaluated by IT to ensure it would be compatible with any unique VCCCD registration processes.

6. Next Meeting
   The next meeting is scheduled for Dec 4.