



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

AUGUST 11, 2016

11:30AM > DR. THOMAS G. LAKIN BOARD ROOM

MEETING NOTES

Attendees:

Dave Fuhrmann, David El Fattal, Julius Sokenu, Mike Bush, Michael Shanahan, Sylvia Barajas

Guest: Mike Rose

1. Review Minutes of 06-02-16
The minutes were approved.
2. Email Upgrade and Transition
There have been issues with backing up the email system and IT staff worked with Microsoft to resolve. Upgrading Outlook resolved the replication and backup problems but due to other issues, there is now a double login for the Outlook web interface. The Academic Senates were consulted before the full time faculty were upgraded. The part time faculty will be upgraded after documentation is ready to distribute. Outlook client was not affected.
3. IT Staffing
 - New IT Director of Software Applications and Development
Dave introduced Mike Rose in his new position as IT Director of Software Applications and Development.
 - Directors of IT at colleges
MC and VC now have college IT Directors and OC is moving forward with creating the same position. This will give more decision making at the local level.
 - Sr. Programmer Analyst recruitments
With Mike's promotion and Rupinder leaving the District, two Senior Programmer Analyst positions need to be filled. HR has assisted with fast tracking the recruitment and it is anticipated that the positions will be filled by the end of this month. Dave noted that Rupinder automated the financial aid processes before leaving.
4. HR Offers System
Dave explained that this project would help automate the process for the colleges for making faculty offers. Additional review is needed by the colleges and Mike Rose will be contacting the Vice Presidents. Michael Shanahan requested to be included in those meetings. The group discussed the time line for implementation. The target is summer, with preparation taking place during the spring semester.

5. Updates

- Higher One and ATMs
Dave explained that purchasing staff worked with Higher One on the contract for two months and it is now ready to be signed. Students with a financial aid card will not be charged fees for three years. Each college will have an ATM within one mile of the campus. Dave will send the group a map of the ATM locations.
- eMarket and Credit/Debit card processing
Electronic payment capability will be implemented for approximately seventeen functions such as athletic events. This includes online and on-ground. Dave is working with the colleges on the details.
- OEI / Canvas
Approximately ten percent of online courses will be taught in Canvas this fall. Canvas offers off-hours support at no cost. Dave has obtained a quote from Canvas to upgrade to 24x7 support and the purchase order is in process. He anticipates that 24x7 support will be in place for the first day of fall semester.
- Common Assessment Initiative
Mike does not anticipate problems with meeting the timeline for OC's implementation. The other two campuses can migrate afterwards when ready.

6. Other Business

- Michael Shanahan requested clarification regarding OnBase and the automation of documents. Dave shared that the Financial Aid and the Admissions and Records departments have been automated; some documents for AP and Purchasing have also been automated. HR was in the beginning process but due to lack of IT staff, was not completed. The goal is to scan documents for retrieval and then to create the electronic forms. This item remains on the project list.
- Dave explained that ATAC reviews the open projects list twice a year. A form is available for staff to submit and a sponsor is then assigned. He will present the form at the next meeting for review since there are several new members.

7. Next Meeting

The next meeting is scheduled for October 6.