



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

APRIL 3, 2014

8:30PM > DR. THOMAS G. LAKIN BOARD ROOM

MEETING NOTES

Attendees:

Brian Fahnestock, Clare Geisen, Dave Fuhrmann, Dave Keebler, Erika Endrijonas, Iris Ingram, Mike Bush, Mike Shanahan, Patrick Jefferson

Guests: Rupinder Bhatia, Mike Rose

1. Review Minutes of 04/03/14
The minutes were approved.

2. Project Updates:

- Document Imaging
The first stage is complete. Implementation for Admissions and Records is scheduled to begin sometime in May with other student services and Finance to follow.
- Banner HR Assessment
The process of hiring student workers is being reviewed first, with the potential to include all hiring processes. Priorities will be set based on the outcome of the assessment meetings.
- 3SP Task Force - IT Assessment of MIS Requirements
Mike distributed and reviewed the VCCCD SB1456 flowchart for reporting student success data. Data is currently being collected from VC's online orientations; OC and MC orientations should be ready to collect data in May. GradesFirst, if approved by the Board, will collect additional student success data. GradesFirst anticipates having the reporting available by July 1, but if not, Mike is developing a form, the Checklist, that Counseling can use temporarily. Everything should be in place to submit all eleven elements to the state, although confirmation from the state is still needed as to what will be accepted as a service in certain situations. It is anticipated that those questions will be answered via audits.
- Banner Upgrade
The upgrade on March 10 was successful. The next upgrade is scheduled for the weekend of June 8 and is mostly Financial Aid related. It is anticipated that the upgrades schedule will return to one in spring and one in fall.
- GradesFirst
The GradesFirst project will be presented to the Board for approval at the April meeting.

- Maxient
The implementation is scheduled for some time this month. The next step is to determine where all of the data is stored. Some data has already been collected and sent to Maxient.
 - Microsoft Lync
Deployment of phones at MC and OC is almost complete. The OC switchboard is scheduled to be transferred to the Lync system next week.
 - Website Redesign
The project is ahead of schedule. The transition to the new websites will be complete by June 30 which is when the contract with OmniUpdate ends. The District website, VCCCD, will be the first site to be moved over. Staff training on Drupal will begin in June. IT will work with the colleges to correct any text errors and to be 508 compliant.
3. Adobe Software - District-wide Licensing Proposal
Dave distributed information with annual costs for Adobe purchases in past years, comparing it to a quote for an Adobe Site license for FY15. Adobe could be installed on all district computers and the District would be protected from being under-licensed. This would also give instructors more flexibility. With the Site license, employees and students would have the ability to purchase Adobe at a reduced price. The group discussed. Dave will email the information to the committee members for further review. Dave suggested Lynda.com for training on Adobe. DOC will also review the information.
4. Reporting Tools: Argos
Banner has limited reporting capability and an assessment of available tools has been in progress for the last year. Dave distributed a quote from Evisions for Argos, a reporting tool that creates reports using data from Banner. Argos has a co-op where districts can share data blocks/reports which is an additional advantage. It would also serve as a data warehouse which has been discussed in past meetings. After discussion, it was decided that Dave will follow up with the vendor for a current quote and schedule a demo for this committee.
5. Email
- Retention Policy
Dave requested, on behalf of Dr. Moore, feedback on the length of time for email retention. After discussion, three years was suggested with certain exceptions allowed. Dave and Clare will follow up with Dr. Moore and the Cabinet. Legal opinion will also be sought. Dave will keep the committee updated.
 - Public Disclosure Statements on Email Messages
Dave has found a third party tool that would add this statement to all original outbound emails. Mike S. explained that while it doesn't necessarily protect the District, it serves as a reminder that the email conversation is not private, that VCCCD is a public entity. Dave will create a draft to present at the next meeting.

6. Other Business

- Dave K. requested that use of cloud technology be added as an agenda item for a future meeting. Dave F. has been reviewing secure options and will have information on viable options available at the next meeting.
- Dave mentioned the self-service transcripts which will be implemented soon. Erika expressed the need to have old transcripts scanned and articulated, and is working with HR on how best to address the work load. Patrick expressed that not all students want to use online services and this should be kept in mind when replacing processes. Discussion ensued.

7. Next Meeting

The next meeting is scheduled for June 5.