



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

JUNE 12, 2014

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

MEETING NOTES

Attendees:

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

Guests: Dr, Moore, Mike Rose

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

2. Email

- Retention AP Update
After discussion, a one year retention limit was agreed upon. It was also decided to implement the limit after faculty returns in the fall, and to allow a period of time for the emails to be reviewed. Dave will create a transition plan with input from Patrick and Lori to present at the next meeting. The plan will include guidelines for determining which type of emails should be saved and how/where to save them. The plan will then be presented to Cabinet.
- Public Disclosure Statement Draft
The disclosure statement will be included in every email. Implementation is projected for the fall.

3. Project Updates:

- 3SP Task Force - IT Systems Implementations
Data is being collected from all systems and will be ready when the State completes the reporting requirements and disseminates that information. The orientations are implemented for all campuses; the statistics show that MC has close to 1200, OC with 500, and VC with 1400. DegreeWorks has been live for a few months, GradesFirst will go live on Monday and the data will feed into Banner. The Counseling portion of the Checklist will be implemented within the next week with the student side to follow.
- Banner Upgrade
The Banner upgrade was successfully implemented with no problems reported. This upgrade was a precursor to the Banner XE upgrade which will be a major overhaul of Banner with a new look and feel. Before that major upgrade, other systems may be evaluated along with the new Banner upgrade.

- **Banner HR Assessment**
SIG has reviewed and given their recommendations on how to improve the HR department's usage of Banner. A working group is being formed to review procedures based on the recommendations from SIG. The group will include staff from HR, PR, and IT. Discussion ensued. Once a prioritization has been established, SIG can be consulted again. The campuses will be involved in the process.
 - **Document Imaging**
The Financial Aid portion has been implemented and is working well. Admissions and Records will be the next area for implementation with HR and Finance to follow.
 - **Maxient**
The student conduct software has been implemented. MC has imported data, VC and OC will input data manually. The Presidents and the EVPs are listed as the persons to be notified.
 - **Microsoft Lync**
The project is almost complete; some of the old phones still need to be disconnected. It was mentioned that some of the caller ID names are not being displayed correctly; this will be addressed.
 - **Website Redesign**
The District website was shown with attention to how the screens adapt to mobile devices. All sites will be implemented by July 1. Dave will notify the group when the sites go live so that the appropriate staff can be notified. Training at all sites is being scheduled.
4. **Adobe Software - District-wide Licensing Proposal Update**
This is on the agenda for the Board's approval next week. If approved, the license will start August 1 and information will be circulated to the campuses.
 5. **Cloud Technology Options**
Dave has met with several vendors. Discussion ensued. Dave will continue to work with the vendors for pricing and available options. He will report back to the group with the information and a potential transition time frame.
 6. **Text Messaging to Students**
Currently text messages are only used in cases of emergency and students need to opt-out if they do not want to be included. Adding an opt-in option for other services was discussed. Dave will distribute the current wording as seen by the students for the text messaging option and add wording for the opt-in option for other services. He requested feedback. Guidelines for sending out marketing information are also needed. This should be ready for fall semester.
 7. **Committee Self-Evaluation Review**
The Self-Evaluation results were reviewed with no recommendation for changes.
 8. **Other Business**
PeopleAdmin was briefly discussed in terms of what services are being used.

9. Next Meeting

The next meeting is scheduled for August 7.