



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

DECEMBER 4, 2014

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

MEETING NOTES

Attendees:

Brian Fahnestock, Clare Geisen, Dave Fuhrmann, Dave Keebler, Lori Bennett, Mike Shanahan, Patrick Jefferson

Guest: Mike Rose

1. Review Minutes of 10-02-2014
The notes were approved.
2. Argos Discussion and Brief Demo
Mike R. reported on the progress of the Argos project and gave a demonstration. The foundation is being developed and the first reports are in the process of being created. Reports related to 3SP such as the enrollment reports are first on the list. Mike displayed how to access Argos through the portal. Argos security is tied to Banner security. Popsels are being developed that will allow individuals to be identified based on specific criteria and grouped together. This will assist with contacting these identified groups via email, portal announcements, and other methods. The current enrollment Excel spreadsheet has been divided into four reports to assist with managing enrollment throughout each semester. The first report should be ready for testing in early January. Currently there isn't a reporting tool for DegreeWorks data so these reports are also high on the list to be developed. Financial Aid reports and other reporting will be developed within the first few months of 2015. Mike will be available at future meetings for periodic updates. Creating a task force was discussed.
3. Email Retention – Status of AP
The AP is still being developed. Types of information in emails that need to be kept for multiple years and methods that could be used to save that information were discussed. Michael assured the group that there will be extensive consultation and feedback from management across the departments and locations. Once the AP is approved, implementation will be a multi-step process, taking at least six months.
4. Review of IT Project List
Dave distributed a print out of the project list. He explained that it is reviewed by this group once or twice a year.

5. Other Business

There was no other business.

6. Next Meeting

The next meeting is scheduled for February 5.