



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

JUNE 2, 2015

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

MEETING NOTES

Attendees:

Brian Fahnestock, Darlene Melby, Dave Fuhrmann, Dave Keebler, Lori Bennett, Michael Shanahan, Patrick Jefferson

Guest: Mike Rose

1. Review Minutes of 04-02-15
The notes were approved.
2. Text Messaging to Students – Guidelines and Procedures
 - List of Key Messages
This item was tabled until after the portal upgrade project is completed.
3. Document Imaging and Electronic Signature Policy
 - Draft Policies
Dave shared the California code of regulations pertaining to electronic signatures. It was agreed to use a standard operating procedure.
 - Vendor Services
4. Remote Access to Banner for Campus Outreach – Guidelines
Dave distributed the guidelines that were developed with input from the Registrars. Patrick suggested other staff who may need access. ATAC will be required to approve additional staff access. The group reviewed the suggested guidelines and, after discussion, decided upon some modifications including adding lojack software and data encryption. Dave will follow up with the Registrars.
5. One card system for campuses
Dave K. explained that an RFP had been developed in the past but was never pursued. This would be a district wide solution and would replace the student ID card. Dave F. will gather more information for future discussion.
6. Review of Strategic Technology Plan for 2015-2017
The plan has been reviewed and input given from the tech committees at MC and VC and the Academic Senates at all three colleges. OC does not have a tech committee. Lori suggested the comparable committee at OC and Dave will contact them. The final draft should be done next week and Dave will email to the committee.

7. Updates

- Email Retention AP
There was no new information to report.
- Portal Upgrade
The upgrade is scheduled for the July 4th weekend with the system expected to be back up by Monday morning, July 6. This is a major upgrade. The old version will not be supported anymore so moving to the upgrade is necessary. The core programs and functions will be available immediately. Some functions such as single sign-on may not be ready. The password reset functionality is changing from security questions to an email based reset. At first login, users will be required to enter a third party email address. Mike explained that since this upgrade is basically new software, some challenges are expected.
- SharePoint Online / OneDrive for Business
A subcommittee has been formed to coordinate the details and work with the vendor. Training will begin in August for IT and power users. The files will be migrated over. The target time frame for implementation is set for the beginning of fall semester.
- Online Education Initiative – Distance Learning
The details of the cost and usage of Canvas continues to change and become more complicated. The project has been pushed back to 2017. Financial Aid and Admissions and Records have compiled a list of concerns. This is a massive project and Dave expressed concerns especially in the area of IT staffing. When the portal upgrade is completed, this will be a focus for IT.

8. Other Business

DCHR has been discussing the replacement of ORAP with a less expensive option. The transition could happen in December 2015/January 2016.

9. Next Meeting

The next meeting is scheduled for August 6.