



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

FEBRUARY 4, 2016

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

**MEETING NOTES**

Attendees:

Dave Fuhrmann, Mike Bush, Michael Shanahan, Pat Ewins, Sylvia Barajas

Guests:

Elizabeth Salas, Laurie Nelson-Nusser, Phillip Briggs, April Doud, Mike Rose, John Cooney

1. Review Minutes of 12-03-15  
The minutes were approved.
2. Tableau Demo  
Phillip and April shared a dashboard that illustrated productivity at VC and different reports that they each developed using Tableau. There was discussion regarding a district-wide dashboard that would offer statistics on a daily basis.
3. Banner Field Change for Census Date/Census Deadline (Lori Bennett)  
In order to be more accurate, Lori has proposed changing the text regarding the deadline for dropping students prior to census. Instructors need to drop students the day before census and it is felt that the text does not clearly state that. It was suggested that Mike Rose add this to the agenda for the next Banner Student Priority Group meeting. He will contact Lori.
4. Online Education Initiative  
VC is moving forward with preparations for the state-wide course exchange pilot program that will be implemented for the fall semester. The plan is to offer three courses. There are many issues that need to be addressed including changes that need to be made to Banner in order to handle students from other colleges registering for VC classes. These changes will also affect the other two colleges. The work load for the IT staff is intensive and time sensitive. Mike Rose is working with the state technicians to determine what is required on the IT side. A remote meeting is scheduled for tomorrow to discuss what is required to be in place before the pilot begins. If the state is flexible with their requirements, there may be some items that can be deferred time-wise. Fall registration begins in less than four months. Other departments need to be included in the process, for instance, Counseling and Financial Aid. Dave Fuhrmann has suggested setting up a task force. Gwen Huddleston is the main contact for the project at VC. Dave will keep this committee updated.

## 5. Credit Card Processing and FA Disbursements

- Higher One/CashNET contract and RFP Status  
Dave shared that there may not be a need for a RFP. Cost-wise it may be advantageous to remain with the same companies and Dave is expecting final quotes to be presented. It would also be less disruptive for the District. There will be a nationwide ATM network available that would not charge a fee to the students. At this point there might not be a compelling reason to change vendors. Higher One is splitting into two companies, with CASHNet handling payment processing and monthly payment plans, and a new company that will process Financial Aid reimbursements. Students will be paying lower fees. Dave noted that there is discussion about discontinuing the use of checks for financial aid distribution. There are approximately six to seven thousand checks issued. This discussion may need to flow through the student groups. Dave will keep this group updated.
- Square and eMarket needs  
Once a decision is made regarding Higher One/CashNET, conversations can continue with Square, a credit card processing and business solutions company. There is a need to have the ability to accept credit cards at campus events. Square would offer that ability.

## 6. Updates

- Ricoh Deployment  
The cards are arriving next week. Preprinting has been available for a few weeks which has been a bit chaotic with students copying entire books. Discussions are needed regarding the level of need that a division/department has for the numbers of copies.
- DegreeWorks  
The new Ed Planner implementation project is close to completion with a projected go live date within a few weeks. Demos were held at all three campuses and some training was recently offered. The old planner did not meet the new, stricter state requirements for ed plans. This new one will allow for separation of the different plans which will meet state requirements. Most of the flow will remain the same although there will be a learning curve on the changes. Overall, it will be an improvement to the tools used by counselors.
- Data Center move to Moorpark / District Office move  
The portal and Banner servers have been moved to MC. The Desire2Learn servers will be moving this week. The email servers are scheduled to be moved to MC and VC sometime in March. The District move to Camarillo won't affect the campuses with any down time since the data center will already be shut down prior to the move.
- Student Activity Fee / Dual enrollment student fees  
Dave will verify that Rick Post has discussed this item at DTRW-SS. Dave has requested this item be added to the Chancellor's Cabinet agenda for March. Due to time constraints, any changes would probably not be implemented for summer registration but would be ready for fall registration.

- **Electronic Transcripts**  
The Registrars, Dave, and Rupinder will travel to Pasadena City College to meet with Susan Bricker to review the Credentials program as a possible replacement for Parchment. Currently, Credentials is used to process VCCCD parking permits so it is felt that it would not be a difficult project. However, it would add to the task list for IT and the impact would need to be determined.

7. **Other Business**

There was no other business.

8. **Next Meeting**

The next meeting is scheduled for April 7.