



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

DECEMBER 1, 2016

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

MEETING NOTES

Attendees:

Dave Fuhrmann, Dave El Fattal, Julius Sokenu, Kim Hoffmans, Michael Shanahan,
Silvia Barajas

Guest: Mike Rose

1. Review Minutes of 10-06-16
The minutes were approved.
2. ATAC Committee Membership and Charter
The group discussed revisions to the charter. The management titles at the three campuses differ between the campuses and from the official titles from the management salary schedule. It was decided to recommend using the official titles from the management salary schedule as currently specified in the charter. It was recommended to remove the title of the Director of Communications/Chief of Staff as that position no longer exists.
3. VPN Access
 - Remote Banner access for Moorpark CTE Counselor Assistant
This position is new. The staff person will need to access data while onsite at the high schools. The group discussed approving positions for VPN access instead of specific people. Dave Fuhrmann will bring a list of outreach positions to the next meeting for review. It was agreed to allow VPN access for April Montez and the CTE Counselor at MC.
4. Updates
 - Common Assessment Initiative
Mike shared that this project has been delayed for approximately a year, affecting OC. DTRW-SS discussed and decided that all three campuses will implement at the same time due to the delay. Julius noted that they are looking at aligning other elements together.
 - OEI / Canvas
Mike shared that the OEI project is moving forward more slowly than the state had anticipated. At this point, the first week in December is the target date. If it is delayed longer, it might not be doable to implement for spring semester. The number of courses involved would be not more than five, with five students per course. He reported that Canvas training is progressing well with a high number of faculty having already completed the training. Feedback from faculty has been positive. There is a sub-group of

ITAC that was formed to handle items such as faculty development which includes Canvas training. The group has been meeting for six months. It is expected that by the second summer session, all faculty will be moved over to Canvas and Desire2Learn will be disconnected.

- Banner Upgrade on October 24th
There were no known issues pertaining to the upgrade. Mike noted that there is maintenance work being planned for Banner during the holiday break. A notice will be posted on the portal login page well in advance. Links to available services will be posted to the login page during the down time which is expected to be a half day.
- Banner XE Implementation
Mike shared that this is a multi-year, large scale project. The HR modules will be implemented first. The kick-off meeting with HR is scheduled for December 6. Since there are not many custom modifications to the HR modules, he anticipates the implementation to be completed fairly quickly. The old Banner screen names carry over, making it easier for users to adjust. The interface is more modern and users can search for screens. Dave Fuhrmann noted that Banner XE does not use Java which is a positive, security-wise.
- IT Projects Request Form Sample
The form will be used for all projects. It was suggested to add the form to Business Tools. ATAC normally handle projects that affect all three campuses. The project list will be reviewed at the next meeting.

5. Other Business

- Michael asked for an update on the HR offers system. The target implementation date is still set for February. Dave needs to request additional funding from DOC due to a change order.
- Dave Fuhrmann shared that the 3SP committee is reforming this month. It has been dormant for a year. This task force reports to DCAP. There is a long list of items needing attention such as the educational initiative.

6. Next Meeting

The next meeting is scheduled for February 2.