



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
DISTRICT ADMINISTRATION CENTER**

**ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE**

**AUGUST 2, 2018**

**8:30AM > DAC LAKIN BOARD ROOM**

**MEETING NOTES**

Attendees: Dan Watkins, David El Fattal, Julius Sokenu, Kimberly Hoffmans, Mike Bush, Mike Rose, Michael Shanahan, Silvia Barajas  
Guests: Dan McMichael

1. Review Minutes of 06/07/18  
The notes were approved.
2. Update: College Network Upgrades  
Dan McMichael shared the status of the network infrastructure upgrades in process at all locations. MC is almost complete; the Admin Building still needs to have switches installed. VC is moving forward with work scheduled during the early morning hours for less disruption. OC is moving forward with Jeff Erskine and Dave Luff working with Mike Alexander for scheduling the equipment replacement. The firewall devices were replaced at MC last Thursday early morning with minimal outages. OC firewalls are scheduled to be replaced next Friday, VC replacement will be in a few weeks, with the DAC firewalls scheduled after that. Configuration of the firewalls is still needed. If one goes down, another location should kick in to cover the outage.
3. Information Security BP / AP  
VCCCD currently has a Computer and Network usage Administrative Procedure (AP 3720-A) in place. In reaction to stricter regulations, a more in-depth procedure is needed. Dan shared that he has put together some ideas, drawing some from the CA Chancellor's Office. He recommended that a separate procedure regarding security be drafted as opposed to adding to the existing AP. Dan noted that the campuses and appropriate committees should be involved. The group discussed and Dave will determine the appropriate flow and participatory governance for drafting the procedure. Dan explained that new security systems are being implemented and security training for VCCCD users is being planned. He emphasized the importance of the procedure, referencing the upcoming financial aid audit and the need to demonstrate a security procedure either in place or in process. This item will continue to the next meeting agenda. The group also discussed document and email retention. Dave noted that there could be a general discussion about document retention while discussing email retention at some point in the future.

#### 4. Updated IT Project Request Form

Dan shared that he and the campus IT Directors have been discussing the current process for IT projects. He suggested formalizing the process more, using the current IT project request form in order to assist with efficiency and prioritization. He also suggested taking a fresh look at the form. With approval, he would like to post the form in multiple places on the websites and portal and inform staff on how to use it. Mike reviewed the multiple steps of the current process. Discussion ensued that included the individual campus processes for projects involving IT resources. The next step is to work on the form, talk with the campus IT Directors, and bring a proposed workflow back to this group.

#### 5. Updates

- Banner 9 Implementation

An upgrade for Banner 9 is anticipated to be available around September 24; this should be a major upgrade. Mike explained that the intention is to be more aggressive in moving the District Office staff from Banner 8 to Banner 9. The goal is to have all location moved to Banner 9 by the end of October; Banner 8 support is terminated in December. Silvia mentioned that Terry Cobos has been discussing that finance side training for Banner 9 should be available soon. An instructional video is being created for users to access. A message will be posted next to the Banner 8 link in the portal notifying staff of the deadline. This is the first phase of Banner 9; the next phase will be self-service which will affect faculty more directly.

- Amazon AWS Datacenter Project Status

The project continues to move forward. The second environment is almost completed. The anticipated cut over date is December, however, that is contingent on the comfort level for success. The effect for end users should be minimal.

- Email Migration to the Cloud (Office 365)

VC's migration is close to completion and MC will be next to migrate. Dan McMichael noted that some of the initial groups at MC have already been identified. The migration occurs in groups. OC will be last. There should not be much noticeable difference for end users other than the single sign-on which won't be in place until the entire district is migrated.

- Payment Express / Seat Advisor

This project is scheduled for completion in summer, to be ready for fall. The scheduling of training has been problematic and training may not be scheduled before fall. The campus Bursars have been identified as the campus leads and will work as the primary contacts. MC may have a second person identified as responsible and Mike noted that there is no problem with multiple campus leads. They will be the stewards of the laptops and machines. In most places, there will be long term deployments such as at the MC zoo. Additional stations can be added as needed although coordination with the DAC Business Services would be needed.

- Starfish Counseling Scheduling & 3SP MIS

GradesFirst was extended one more month based on the decision from the last meeting. GradesFirst access has now been removed and the transition to Starfish completed. Additional work to implement the early alerts is still needed; this includes training for faculty. Mike suggested using pilot groups

to begin the process. The group discussed targeting either spring 2019 or fall 2019 for implementation.

- **Accudemia Tutoring Center Scheduling**  
Accudemia has been implemented at all of the campuses for scheduling. It is anticipated that Accudemia will replace CiTrack in the spring.
- **CourseLeaf Software Implementation**  
This project is currently back on track. The data extraction was paid for by District funds. The Curricunet contract ends in February. The pilot date is set for September 26 and 27.

6. **Committee Self-Evaluation**

The group reviewed and discussed each item of the self-evaluation.

7. **Other Business**

There was no other business.

8. **Next Meeting**

The next meeting is scheduled for October 4.