VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE
FEBRUARY 7, 2019
8:30AM➤DAC LAKIN BOARD ROOM

MEETING NOTES

Attendees: Amanuel Gebru, Catherine Bojuorquez, Dan Watkins, Mike Bush, Michael Shanahan, Oscar Cobian, Rojelio Vasquez, Silvia Barajas
Guests: Dan McMichael, Grant Jones, Mike Alexander, Mike Rose

1. Review Minutes of 12/06/18 – Dan Watkins
   The notes were approved.

2. Software Applications and Development Updates – Mike Rose
   Mike noted that a fresh review of how security requests for Banner are handled and will work with the campuses and District to improve the process. One key item is the project sponsor column; all projects must have a sponsor. He requested that if there is a question as to the sponsor, to please ask him.
   - March AWS Datacenter Migration and Upgrades
     The migration to the cloud will happen in conjunction with other tasks including a Banner upgrade, a DegreeWorks upgrade, and the implementation of a new single sign-on. Testing will begin later this month. There is flexibility with the plan and if problems are discovered, changes can be made. Currently, March 15 is the targeted date. The systems will be brought down at 5:00pm on Friday and will be down through the following Monday around 9:00am-10:00am. That weekend is not the preferred weekend; Mike Rose would prefer the weekend going into spring break, March 22, so that the group affected first would be mostly staff and faculty. It would also allow for another week of testing. The Banner Student Project Group preferred the weekend of the 15th. He asked the group for input, and the group discussed. Mike will approach the Banner group with the recommendation of the March 22nd weekend date again.
   - Starfish Early Alert
     The initial kick-off was earlier this year. It is anticipated that pilots will be in place for spring classes with a full roll-out in the fall. The hope is to offer applicable flex week activities. Work is currently in process for some student services areas.
   - Request for AB-705 Self Placement (requests section)
     The District needs to be in compliance before registration begins, April 1. Oscar and Kim will take the lead and work together to coordinate a meeting. Mike requested that he be included.

- Summer/Fall 2019 Registration Schedule
  This is number 27 on the New Project Requests list. Mike met with the Registrars and reviewed the schedule, then met with a larger group last week. The date for some drops was extended. He believes the schedule is ready to finalize.
    - ❖ Mike noted that the ChromeRiver project (DHLP-33) needs to be completed by the end of the fiscal year.
    - ❖ Sylvia inquired if DHLP-36 Banner Student Information Integration should be District-wide. It originally came from OC. Mike explained that this would be part of the prioritization process. The group discussed; Roy will take the lead. This will be mandated by the State. The Deans and Vice Presidents responsible for the libraries need to be included.

3. District Project Request Update – Dan Watkins
   - Request/Workflow
     The link on the agenda (and below) opens the IT District-wide projects page. The information can be viewed without logging in but to submit a new project, the user must be logged in. Dan reviewed the new project form. Changes can be made if needed. It was decided to update the form, removing 'Department Chair', leaving only Dean/VP.
     https://confluence.vcccd.edu/display/IDD/Projects
   - Review
     The review process includes determining the full scope of new projects including costs. The goal is for the Vice Presidents to be aware of new requests and how existing tasks/projects would be affected.
   - Prioritization
     Dan explained that the prioritization score is determined by a matrix. ATAC will review the project and determined priority and agree to either change or accept the prioritization. Mandated projects also need to use the form to give a complete list of all projects; this way, a clear picture of what resources are needed is available.

4. Districtwide Project Updates – Dan Watkins
   - Emergency Notification Workgroup
     The RFP is in the finalizing stage. In order for the vendors to submit proposals, site visits at all locations will be needed. The week of March 11 is the potential timeframe for the site visits. Part of the project is add infrastructure in areas that currently do not have the ability for an alert system. Another aspect is to standardize text messaging, speakers, etcetera.
   - Web Redesign
     The lead on the project is Patti Blair. A partner has been chosen for the RFP. The plan is to create ten focus groups and compile information before beginning the design phase. Input from all groups will be gathered: faculty, students, staff, and management.

5. Email Distribution List Process – Dan Watkins
   The group discussed the established procedures, specifically regarding employees who change job positions/campuses. Prior to removing from their current email distribution list, the supervisor should be contacted to verify. When an employee is no longer employed with the District, they will be removed and the appropriate supervisor will be notified when complete. HR will notify via the HR Actions report.

6. VPN access for Class Climate Upgrade – Dan Watkins
   Dan explained that there are situations where a vendor may need VPN access in order to perform an upgrade, troubleshoot problems, or other types of tasks. He requested, and was given, the authority to grant the access without emailing the group.

7. College Network Update – Dan McMichael
   VC:
   Replaced faulty WAN router that connects the campus to the Internet and other campuses.
   Firewall replacement originally scheduled for Dec 14 was pushed back due to finals; will work with the campus on a new service window.
   Network troubleshooting at VC; loops in network.
   Converted most access points to the new wireless controllers. Thirty-five remain to be converted on the main campus. All access points at Santa Paula center have been converted.
   Implemented Clearpass on student and guest wireless. Now requires students to use their portal username/password.
   VCOE routers are schedule to be upgraded this Friday after 10pm. This will cause a slight outage to other sites.
   MC:
   Upgraded firewall HA pair to new firmware for greater stability and capabilities. Resolved some of the issues being experienced.
   Completed migration of all access points (125) to the new wireless controllers
   Implemented Clearpass on student and guest wireless. Now requires students to use their portal username/password.
   Still need to complete the core router migration now that we are out of our "dark" period. Will need to schedule during off-hours since it will take down access to many District and campus services.
   OC:
   FSTA firewall replacement being scheduled for the spring.
   South Mountain:
   Replace faulty routers up on South Mountain that were preventing all communications to and from Santa Paula East campus. Also caused an outage for campus police connecting to RIMS. RIMS allows campus police to process arrests.
   DAC:
   All access points are connected to new virtual controllers. Implemented Clearpass on student and guest wireless. Now requires students to use their portal username/password.

8. Other Business - Dan Watkins
   There was no other business.

9. Next Meeting (April 4) – Dan Watkins