



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

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

OCTOBER 3, 2019

8:30AM > DAC LAKIN BOARD ROOM

MEETING NOTES

Attendees: Amanuel Gebru, Catherine Bojorquez, Dan Watkins, Jennifer Kalfsbeek, Mary Rees, Silvia Barajas

Guests: Dan McMichael, Grant Jones, Mike Alexander, Mike Rose, Laura Barroso

1. Review Minutes of 06/06/19 – Dan Watkins
The notes were approved.
2. Strategic Vision Relating to Requested Projects – Prior Meeting
Dan reviewed the comments from the Committee Self-Appraisal and noted that the prioritization work group has met twice since the last meeting. Dan anticipates that the work group will help to fulfill the need identified through the self-appraisal discussion. The plan is for the group to bring the information back to ATAC for final review. This should assist with better alignment of projects.
3. District IT Strategic Plan – Dan Watkins
Dan shared the draft that spans three years. The Board has added a fourth District goal that is not yet represented in the current IT plan and Dan will be making the needed changes. Dan requested that the group review the draft and offer any feedback at the next meeting. Dr. Buckley is working on a six year District strategic plan.
4. Software Applications and Development Updates – Mike Rose
<https://confluence.vcccd.edu/display/IDD/Projects>

Mike referenced the Software Project Roadmap as found on the Projects handout. The roadmap shows some major projects scheduled out over a year. He chose to include only the major projects that impact resources heavily. He also didn't include projects that are close to completion.

Fall Banner upgrade is scheduled for the weekend of October 19.

Starfish implementation for student access is expected to be completed in spring semester.

Starfish integration of Canvas which will allow use of counseling tools to better assist students was noted.

Campus Logic is in the process of defining an implementation group.

Student Completion project will have a work shop tentatively scheduled for November 13 and 14. This is a kick-off to auto identification of awards which will support several of the strategic goals.

Chrome River project is a little behind schedule.
MyVCCCD Portal Replacement will have demos coming up.
Mobile app is due for an upgrade which will be done in conjunction with the website redesign and portal replacement.

Mike asked for information regarding DHLP-66 (Automated Connection with Online Ed) under New Project Requests Pending Prioritization. He isn't clear if this will be a District-wide project. Dan shared that it is very important to VC and it is believed that VC is moving forward with the project.

Amanuel inquired as to the status for DHLP-60 (MC International Student Application). Mike reported the prioritization score was 109. The score is affected if not all colleges are requesting the project. Mike also checks for projects that can be 'piggy-backed' on, in this instance if there is another project that involves CCCApply.

5. Districtwide Project Updates – Dan Watkins

- Emergency Notification Workgroup
The first kickoff is scheduled at VC on October 17. Other colleges are invited to attend. There will be a kickoff scheduled at each campus. They had the walk-through at VC and OC; MC walk-through will be the week of the 16th. Phase 1 will deploy the solution and include training. Phase 2 will be the roll-out to the classrooms. This is a large project involving all campuses and the intent is to keep everyone informed as to the progress.
- Web Redesign
Consistency in messaging was stressed at the recent Web Redesign meeting. The designs have been sent out for review and the reception has been positive. Sitemaps and wireframes for internal pages have also been sent out. January 1 has been set as the deadline for content changes. The target launch date is spring semester.

6. College Network Update – Dan McMichael

Dan McMichael reported the following:

Firewall rules were adjusted on all firewalls to block additional threats.

In preparation of the Emergency Notification Project, walk throughs were performed at OC and VC to view the current status of data cabling, UPS's, and IDF's. Moorpark is scheduled for October 16th. Every building will require additional infrastructure.

VC: 5 switches installed in SCI, MAC, LRC.

VC: Upgraded the microwave circuit from Santa Paula to South Mountain to provide greater bandwidth.

The VPN between DAC and VC caused communication issues including Skype for Business.

DAC firewalls now have an HA pair.

DAC: Migrating to CENIC internet circuit and remove Frontier circuit. Hope to complete by the end of the month.

DAC had an AC failure.

MC: Added 3 additional switches in COM, HSS, and Zoo.

MC: As part of program review, additional switches and APs being ordered to expand wireless on campus.

MC: GYM renovation data cabling nearly complete. Fiber runs are remaining to connect primary IDF to campus backbone.

MC: AC failure in datacenter. Was repaired under warranty.

MC: Module failed in datacenter UPS. Repaired under warranty.

Mike Alexander reported the following for OC:

There are issues with UPS batteries in the OC data center and battery replacement is scheduled for today. The LA building is at capacity and Pacificom has been contacted for a quote. The installation of access points purchased for the most heavily trafficked areas are approximately twenty-five percent completed. OC is working together with the District on the Active Directory (AD) project and entails upgrading the version. This will probably take a month or so and is a step toward bringing the students into AD.

Grant Jones reported the following for VC:

The microwave upgrade has added stability. Aruba consultants are being brought in to assist with wireless with the goal to review the campus for better coverage and improved performance. This will be scheduled in the next month or two.

7. Project Prioritization Workgroup – Dan Watkins

Dan will be scheduling another meeting in November to review new requested projects. He asked the group to review the list for the currently assigned priorities and verify that there is agreement or if the priority of any projects should be discussed and possibly changed. The idea is to review the work that the committee completes and determine if the priority is correct or if it should be changed. The goal is for the scores to be reflective of the decisions of ATAC.

8. Other Business - Dan Watkins

Dan shared a request for VPN access similar to the position at MC that was recently approved: Student Outreach Specialist and Assessment Specialists who travel to the high schools. The group approved and these positions will be added to the approved list for VPN access. The group discussed de-provisioning if the person in approved positions changes position. Dan shared that the list is reviewed monthly.

9. Next Meeting (December 5) - Dan Watkins