



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

APRIL 11, 2013

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

**MEETING NOTES**

Attendees: Mike Bush, Dave Fuhrmann, Erika Endrijonas, Clare Geisen, Jane Harmon, Annette Loria, Ramiro Sanchez

1. Review Minutes of 02/7/2013  
Ramiro requested an update on item 4 and 5; both will go the Board for approval in May. Ramiro requested that the policy samples mentioned in item 7 be forwarded to him. Ramiro requested clarification on the DegreeWorks implementation synopsis as discussed in item 9.
2. ATAC Self-Appraisal Review  
Each item of the Self-Appraisal was discussed in detail. It was agreed that the current meeting schedule is working well; projects will sometimes take longer to complete due to staffing issues; the agendas will start being posted on the VCCCD website; the meeting notes can be sent out earlier, stamped as Draft, and posted to the VCCCD website after approval at the following meeting; the group would like more updates on recommendations that are presented to Cabinet.
3. Email Retention Policy  
The Email Retention Administrative Policy draft was discussed. Emails being generated by voice mails through the new Lync system should also be considered. Dave will email the draft to the group for distribution to the appropriate campus staff for review. The use of personal devices by employees to access district email was discussed in relation to legal issues. The discussion will continue at the next meeting.
4. Remote Banner access  
Cabinet would like a recommendation from ATAC regarding the level of management that would be given remote access. After discussion, it was decided to recommend Directors and above; and, seasonally, the Registrars, who would benefit from having access during peak times, such as winter break. The access would only be available from a District device. Dave will develop the logistics of the device set-up procedures and guidelines.
5. Upgrade to CI Track (needed for Windows 7)  
The current version of CI Track does not function on Windows 7 which creates a need to investigate what is required to upgrade CI Track. It was requested that Dave send a list of what departments on which campuses are using CI Track.

## 6. Updates

- Portal Upgrade – Course Studio and Desire2Learn  
Dave informed the group that with the delay of the portal upgrade, ITAC has decided to defer the discussion until the Fall.
- Banner Upgrade  
The semi-annual upgrade will take place the weekend of May 4. That Monday is the start of early registration. The plan is for the system to be up and available by 10:00AM Monday morning.
- Microsoft Lync  
Three sites have been substantially completed: the District office, Santa Paula, and Camarillo. Implementation is progressing on the campuses. Ron Owen brought forward an ergonomic issue with the handsets and to resolve, headsets will be made available. There are several inexpensive options for headsets. Basic training has been in progress and there will be an advanced feature training class added. Managers can decide which of their staff will need the advanced training based on job functions.
- Mobile Apps for Students  
The recommended platform is AT&T Campus Guide. This will go to the Board for approval in May.
- Document Imaging  
Document Imaging will go to the Board for approval in May. The main areas involved for implementation are Finance, Student Services, and HR. Step one is to start scanning documents. A standard procedure will be developed with deployment tentatively scheduled to start in late June. This project has first priority on the project list.

## 7. Other Business

- Dave mentioned that scheduling software to automate Financial Aid tasks is working well, with multiple processes automated.
- Dave informed the group that, with the budget deadline coming up on Monday, the Campus IT Supervisors have created their lists for Dell purchases for tech refresh.

## 8. Next Meeting

The next meeting is scheduled for June 6, the room location to be determined.