VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE
DECEMBER 3, 2015
8:30AM➢DR.THOMAS G. LAKIN BOARD ROOM

MEETING NOTES

Attendees:
Dave Fuhrmann, Dave Keebler, Kimberly Hoffmans, Lori Bennett, Mike Bush, Michael Shanahan, Rick Post, Sylvia Barajas

1. Review Minutes of 10-01-15
   The notes were approved.
   New members Kim Hoffmans (VP of Academic Affairs at MC) and Rick Post (Vice Chancellor, Educational Services) were introduced.

2. Tableau
   Pending approved by the Board next week, all three colleges will move forward with an upgraded license for Tableau with the funding coming from student equity funds. This includes onsite implementation and training. The researchers are reporting that report creation is less time intensive. There will be a demo at the next meeting and the committee members' assistants will be invited to attend.

3. Remote Access Requests
   - VPN access to Banner for HR over holidays
     VPN access for HR staff to work on new hires over the holiday break was appoved.
   - VPN access to PC & files shares for VC President's Executive Assistant
     VPN access for Laura Brower was approved.

4. Credit Card Processing and FA Disbursements
   - PCI Readiness Assessment
     Dave anticipates that VCCCD will be compliant by July 1. The compliancy test is a self-assessment test. One of the requirements is that staff receive training. Usually student workers handle the front counter and have not received training. Documentation needs to be addressed. A three month project has been implemented to develop the documentation with a target completion date of March. Dave will continue to keep the group appraised of the progress.
   - EMV chip-and-pin card readers
     The new standards went into effect October 1. Our vendor is not ready for the new standards and anticipates that it will be sometime in mid-2016 before the changes are completed. If there was a data breach, VCCCD would be responsible, however, the exposure is fairly minimal since most of the transactions are online and the chip isn't used.

- Higher One/CashNET contract and RFP
  Alternative options are being explored. Heartland is one option. Since Heartland is part of the ATM network, it would not be necessary to have cash dispensing units on campus. Dave is working with Emily and developing an RFP.
- E-Market campus needs
  This could be included in the RFP discussed above. The initial need is the ability to process purchases via cards instead of cash only for athletic and other events. There are other areas on campus that could also benefit.

5. Updates
   - Banner upgrade
     The Banner upgrade was completed without any major issues.
   - Online Education Initiative
     Ventura College is moving forward with plans to move from Desire2Learn to Canvas for their distance learning software. Dave will be meeting with the Distance Learning Committee at Oxnard College to discuss the options. Pat James, the CCC Online Education Initiative Executive Director, is planning to be onsite during flex week. Dave will work with the campuses and Pat to schedule her visit. Dave is working with the representative from Canvas for pricing and options. He anticipates that the proposal will be ready to be presented to the Board in the spring.
   - Mobile App Update and Enhancements
     Dave shared that after reviewing the registration module, it was determined that it would not handle our current registration process without customization. Dublabs is amenable to developing the module. Dave anticipates that it will not be ready for implementation until fall.
   - SharePoint Online / OneDrive for Business
     The conversion has been completed without any problems reported.
   - Disaster Recovery Project
     The Banner servers will be relocated to Moorpark College over the weekend of December 18. All critical operations will be based at Moorpark. The development servers will be relocated to Ventura College in February.

6. Other Business
   - Microsoft Windows will be updated to version 10, skipping version 8. Most employees will be using Windows 10 by the end of 2017.
   - A major DegreeWorks upgrade that will allow better compliance with 3SP will be released in February.
   - We are piloting an early alert system. The committee met yesterday and it will be implemented soon.
   - The group discussed the change from Xerox copiers to Ricoh copiers. Staff at the copy centers will need training.
   - Kim requested remote access for the manager's diversity training that will be held at MC on one of the flex days. Dave will follow up with Nenagh Brown and the campus IT.
   - Kim inquired about CurricUNET and existing problems. Dave will follow up with Dean on the status. The vendor has not been very responsive. There is one more year remaining on the contract. Dave will follow up with the vendor

representative also. The state is developing their own system that would be available for use. It needs to be determined if the data can pulled out of CurricUNET to be converted to a new system.

7. Next Meeting
   The next meeting is scheduled for February 4.