



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

APRIL 8, 2016

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

MEETING NOTES

Attendees:

Dave Fuhrmann, Ken Sherwood, Kimberly Hoffmans, Lori Bennett, Mike Bush, Michael Shanahan, Tim Harrison

Guest: Mike Rose

1. Review Minutes of 02-04-16
The notes were approved.
2. Online Education Initiative and Canvas Contract
The three college Academic Senates approved, and ITAC unanimously voted in favor of recommending that the Board approve the contract with Canvas for the District's distance learning software. Gwen and Dave will make the presentation to the Board. Pending approval, each campus has a fourteen month contract ready for signature.
3. Common Assessment Initiative
OC plans to move forward with the state's new Common Assessment system due to their situation with the current vendor going out of business. Due to the OEI project, IT has already completed much of the technical work needed. The remaining issues aren't necessarily technical. Mike Alexander is working with Oscar Cobian to pilot the common assessment which will be mandatory to use in order to receive 3SP monies. Dave will follow up with Mike and Oscar.
4. Credit Card Processing and FA Disbursements Status
The District will continue to use Higher One which means there will not be a need for retraining of staff or students. The current contract ends on June 30. Higher One is splitting into two separate companies. Moving forward, there will be two different contracts; one for the financial aid disbursements and one for the credit card processing. Due to federal rule changes, there will be a few changes such as expanded ATM access with no fees to students. Dave shared that another company may be purchasing and maintaining the ATMs on campus. The question of the denominations dispensed was raised and Dave will look into the possibility of changing the current denominations.
5. VPN/Remote Access
Lori requested clarification regarding the details of the concern for remote access and what specific data falls under FERPA regulations. She expressed concern

about third party companies such as SmarThinking. Dave responded that companies such as SmarThinking have contracts with the District and having access to the data on behalf of the District would not be a violation. Dave will put together the available information regarding access and the established criteria to share at the next meeting. Dave discussed the potential use of encrypted hard drives and flash drives. He noted that a new security policy is being developed and that the standard operating procedure is a few weeks out from being completed.

- Research Staff
The request for the research staff to have remote access was approved.
- HR Staff
There was a request for temporary remote access for one HR staff person over the holiday break which was granted. Gary had indicated that there may be continuing intermittent need for the same staff person to have access.
- Future Requests
The group discussed if ATAC should remain involved in the individual requests for remote access and the group agreed that it should.

6. Updates

- Banner Upgrade
The upgrade was completed without major problems. There will be another upgrade for the financial aid patches coming soon that has not been scheduled yet.
- Ricoh Deployment
IT is working with Ricoh to resolve current issues. There may need to be a different decision at some point but it seems that resolution is close.
- Data center move to Moorpark/Ventura
Only the email server remains at the DAC data center and it is expected to be moved to VC at the end of the month.
- Student Activity Fee
The change was made so that students can now download a pdf file. Rick Post will be handling the changes for an updated form.
- Electronic Transcripts
The District will continue to use Parchment for the electronic transcript services.

7. Other Business

There was no other business.

8. Next Meeting

The next meeting is scheduled for June 2. Due to the DCAS meeting scheduled for the same day, the meeting time was changed to 8:00am – 9:00am.