VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE
JUNE 2, 2016
8:00PM➢DR.THOMAS G. LAKINBOARD ROOM

MEETING NOTES

Attendees:
Dave Fuhrmann, Dave Keebler, Mike Bush, Patricia Ewins, Rick Post, Sylvia Barajas

1. Review Minutes of 04-08-16
   The notes were approved.

2. Annual Self-Appraisal for ATAC
   The summary and detailed self-appraisal results were reviewed. The consensus was that, overall, the evaluation was favorable. It was noted that this committee has had a change in members this year.

3. VPN/Remote Access
   - VC Innovates access to Banner
     The group discussed and approved the access for a provisional employee who cannot be onsite daily. This access is granted until a permanent employee is hired for the position.

4. Updates
   - Higher One and ATMs
     The contracts have been signed. The old ATMs on campus will be replaced with new ATMs and students will also be able to use off-site ATMs. Students will not be charged for withdrawals.
   - OEI / Canvas
     Instructors not involved in the OEI project are beginning to use Canvas. The number of instructors choosing to use Canvas over Desire2Learn will increase with each semester. On-site vendor training options for support staff are being explored. The group discussed concerns regarding out of state students and the different state rules. It was noted that Gwen would be the person with the most knowledge in this area. Rick will follow up.
   - Common Assessment Initiative
     OC plan to implement by the end of November. MC and VC are interested in implementing at the same time. Mike Rose expressed concern about the November timeline; he and Mike Alexander have been working on the project. Dave will organize additional technical staff to work with them.

- Information Security (PCI, user training, new technologies)
  The necessary upgrades for PCI will be implemented during the summer. It is anticipated that full compliance will be in the fall for the college business offices and performing arts. There are other areas that will be addressed such as EATM, Athletics and Performing Arts, and that project is projected to start in the fall. The group discussed the potential for a data breach and system security. Dave shared that there is discussion to offer user training during flex week that includes guidelines for avoiding actions that may cause issues such as clicking on links in emails. Software that will help prevent issues if users do click on vulnerable links is being evaluated. Computers that are used for sensitive functions, such as CashNet, may not be allowed to access email. Dave is creating a roadmap that he will share with this group and discuss with DOC. There will be a review of Financial Aid, Research, IT, and other areas where there could be more of a risk should there be a data breach. SDA views will be reviewed for sensitive data that could potentially be compromised. Some users who handle sensitive data may need to have two computers used for different tasks.

5. Other Business
   Cranium Café was discussed in terms of 3SP requirements for counseling. It is hoped that online counseling will aid with student and counselor interaction.

6. Next Meeting
   The next meeting is normally scheduled for August 4. Due to conflicts, an alternate date will be determined.