VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE
FEBRUARY 1, 2018
8:30AM➣DAC LAKIN BOARD ROOM

MEETING NOTES

Attendees: Amanuel Gebru, Cathy Bojorquez, Dave Fuhrmann, Julius Sokenu, Mike Bush, Michael Shanahan, Oscar Cobian, Silvia Barajas
Guests: Mike Rose

1. Review Minutes of 10/05/17
   The notes were approved.

2. VPN/Remote Access – Financial Aid Officers and designated employees
   The VPs at each campus endorsed allowing VPN access for the Financial Aid Officers and designated employees. A block on downloading data can be set up and/or encrypt the data. The group decided to do both. A list of the managers and staff who currently have VPN access will be shared at the next meeting. Positions instead of specific people should be approved for access. Silvia requested to give the college fiscal services supervisors VPN access and Cathy concurred. Jeannine Day and Michelle Perry currently hold those positions. Dave received a request from HR for access for staff who are going out on leave. He will send an updated list from HR to the group this afternoon for approval.

3. Starfish Software to replace GradesFirst
   Mike Rose explained that this has been in the works for about a year. GradesFirst is used primarily for scheduling in several departments such as in the tutoring centers, counseling, and financial aid. The program is generally not well liked. Starfish has been adopted by the state and is being used in some of their pilot programs. There is a good user group that supports it. The adoption of Starfish will be on the Board agenda in February. The campuses will be paying for the initial startup costs which is approximately $33,000.00 per campus. The District will cover the ongoing costs going forward. Mike believes it will be a much better solution than GradesFirst. He will send out the information regarding training when available. Training will be in the form of a block of hours. Annual training has been included in the proposal for new counselors and for refresh training. The implementation date is set for March assuming Board approval with the implementation completed by the time the GradesFirst contract expires on June 30. Santa Barbara City College is further along in the implementation of Starfish and Mike contacted them to arrange a field trip for next Friday with a small group of staff.

4. CourseLeaf software to replace CurricUNET
   Dave has been working with DTRW-I on choosing software to replace CurricUNET. CourseLeaf was chosen and the Board approved. The contract will be finalized soon and a purchase order issued after which CourseLeaf will add the implementation to their schedule. This will be an eight month process. The contract with CurricUNET ends in January 2019.

5. Movement of Systems to the cloud (Amazon Web Services)
   Dave shared information regarding a recent firewall outage that occurred on a Sunday afternoon. There was a flaw in our design involving Canvas and it was affected. That is being corrected to avoid future issues. Banner will be moved to the Amazon cloud later this year. The goal is to have all critical systems hosted where there is 24/7 monitoring by the end of the calendar year. Currently, Banner is shut down every night for a time period in order to perform needed nightly processes. There are some Amazon tools that may allow Banner to remain functional throughout the night. There also may be more flexibility with VPN access.

6. Updates
   - Banner Upgrade
     The fall upgrade went well. The next upgrade will probably be scheduled in April.
   - Banner 9 Implementation
     The Banner 9 implementation project continues to be a large project for the programming staff. Due to unexpected complications regarding vendors and California rules, the Accounts Payable portion has been delayed and the focus shifted to Finance. Training for campus staff such as the Student Business Officers and the fiscal supervisors is expected to begin in late February. Terry Cobos will prepare a new schedule of training for requisition entry for staff district-wide.
   - Email Migration to the Cloud (Office 365)
     The transition seems to be going well with no performance issues to date. The migration for campus staff will begin with managers, classified, and then faculty. A schedule of implementation dates and schedules will be sent to the Academic Senates to inform faculty. Mike Bush asked about District policy for email retention. Dave Fuhrmann responded that the District has not yet adopted a policy.
   - College Network Upgrades
     The equipment has been received; installation will take up to four months. This will allow us to operate at higher speeds.
   - OEI / Canvas
     Mike Rose shared that VC continues as a pilot school for the OEI. There should be a new release soon that will resolve some of the technical issues with Financial Aid. MC will be joining the OEI and it is thought that the implementation should be fairly easy. Being part of the pilot program has paved the way for VCCCD to have a partnership with state for other projects.
   - Early Registration
     Mike Rose shared that programming is working with the Registrars and the Banner Student Group on how the registration priorities will be affected by

early registration. On the fiscal side, there will need to be a change in how payments are handled. Mike will be attending the next DOC meeting to discuss and he anticipates that a final decision will be made and a plan will be set. There will most likely be a window of time when the drop process will not be run. Mike noted that communication to the students will be key and he requested assistance from the campuses. It is incumbent on the District to contact the students when the fees are due. Dave suggested using Regroup as a tool to contact students. Patti Blair's team would also be very helpful with communicating the information to students; Mike will contact her. Amanuel would like the Vice Presidents of Instruction included.

- OC Promise App
  This project should be completed soon. Once the OC app is completed, VC can determine how or if it will fit their needs.

7. Other Business
   - Mike Rose will run next meeting unless there is a replacement for Dave in place.

   - Michael Shanahan mentioned that HR wants to ultimately digitize documents in OnBase. The process is just beginning and he asked that HR be contacted with any ideas of what processes would benefit from automating.

   - Mike Rose would like to set up a demo in the next month or two to review other options for the faculty evaluation process. He asked for suggestions on who should be involved. Michael Shanahan noted that the Union should be represented. Amanuel noted that the staff who are involved in the process, such as the division admins, should be represented. Staff from student services might also be included. The target time frame to replace the existing process is next fall.

   - Mike Rose mentioned that the Payment Express project is ready to move forward.

8. Next Meeting
   The next meeting is scheduled for April 5.