VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE
APRIL 5, 2018
8:30AM➤DAC LAKIN BOARD ROOM

MEETING NOTES

Attendees: Amanuel Gebru, Julius Sokenu, Kimberly Hoffmans, Mike Bush, Mike Rose, Michael Shanahan, Oscar Cobian, Rojelio Vasquez, Silvia Barajas
Guests: Dan McMichael

1. Review Minutes of 02/01/18
   The notes were approved.

2. VPN Review
   The current list of users with VPN access was emailed to the group before the meeting. Mike explained that at the previous meeting it had been decided to grant VPN access to staff based on position/role. When there are staffing changes, individual staff hired into the agreed upon positions would not need to go through the approval process for VPN access. Once the positions are defined, the list will be distributed and the current employees in those positions will be granted access. Silvia inquired if there is a waiting period before new hires would gain access and it was noted that there is currently no policy. It was also noted that while the list denotes users who have the authority to use VPN access, there are additional steps needed before access is available. The group discussed specific positions. Silvia suggested adding additional positions such as Senior Accounting Technicians for continuity of operations during emergency situations, not for everyday use. Dan mentioned that the current license is for fifty concurrent users. It might be possible to increase the licensing in the Cloud or other possible options during an emergency situation; he will research. Mike noted that this does not preclude other individual staff from being granted access via the established process where the supervisor requests access and ATAC reviews for approval. The group will continue to share and review the list for further recommendations.

3. Update: College Network Upgrades
   Dan shared that the replacement of core equipment has been completed at OC and new switches are scheduled to be installed. Three switches have been replaced at VC and a schedule to replace the remaining switches is being developed. There have been a total of twenty-four switches installed at MC with more scheduled to be installed this week. After the switches are installed, additional access points will be installed. The project will continue for another five to six months due to working around class schedules.

4. New Project Proposal: Accudemia
This project is related to the Starfish project (item #6). With the move from GradesFirst to Starfish, there is some functionality that Starfish doesn't handle. In addition, there needs to be a better method to track positive attendance other than the current solution. Mike recommended Accudemia to handle the functions that will be lost upon terminating GradesFirst. He explained that licensing is by 'center'. The District is able to fund three centers per college which is $1,500.00 per year, per center. Mike explained that one center could be used for all of the counseling areas on one campus. The definition of a center is flexible; it depends more on how it is branded. For example, there can be multiple kiosks in multiple buildings all tied to the one Tutoring and Learning center. Within centers, there can be multiple partitions, for instance, Math and English within the Tutoring and Learning center. The data is combined. The positive attendance portion would be more generic with student check-in; there can be as many kiosks as needed. Departments such as Admissions and Records have expressed an interest in using a check-in process in order to keep track of students they had assisted. Mike explained that the functionality missing in Starfish is the time in/out. Starfish can be used for keeping track of students if time in/out is not needed. Kim requested a comparison sheet that would define when to use Starfish vs. Accudemia based on functionality. There will be demos of Accudemia beginning tomorrow; Adam is the lead. He is contacting the campuses, specifically the tutoring centers, Pirates Cove, and related departments. There is a one month trial period to explore how Accudemia could meet the needs created by terminating GradesFirst. The deadline to reach a decision on a solution is June 30, when the contract with GradesFirst expires. Mike plans to submit the funding request at the next DOC meeting for approval. Mike offered to supply a list of the staff who attend the demo to assist with communication on the needs and concerns. He requested that he be contacted with information soon due to his meeting with DOC.

5. New Project Proposal: Nursing Tracking System for MC/VC
Kim is the executive sponsor for this project. Currently Access is being used for tracking purposes and a different software solution is needed. It is not district-wide yet, however, Kim suggested that OC could find it useful for the dental hygiene program. Mike wanted this group to review the project. Some of the data that needs to be stored falls under FERPA. There needs to be a method to track students who have met the proper requirements, handle ranking, and admit students into the program. He envisions breaking it down into two parts. He recommends engaging the services of SIG to design an add-on to Banner which would not be extensive, rather a series of check boxes and check list. This would be termed a 'bolt on' which would read the Banner data. The HIPPA information, which is the proof, would not be stored in Banner. Document imaging could potentially be a third component and there would need to be a discussion about bringing HIPPA information into the system. There isn't a perfect match for a solution and Mike requested the group's input on his proposed solution. The group agreed with Mike's recommendation. Silvia suggested possibly hiring a consultant to review the project and make a recommendation on software. She voiced concerns regarding staffing resources to commit to this project. Mike and Kim were not aware of an available consultant; SIG would not be available for that kind of service. Mike will present this plan at the next project meeting and inquire as to a

possible consultant. If no consultant is identified, the project will move forward as is.

6. Starfish Software Implementation Status
The project officially began last week with implementation planned for early June. Mike expressed appreciation for the campuses dedicating staff to the project as that will be important for a successful implementation. Phase one will be implementing appointment scheduling and reporting; phase two will be implementing early alerts which can extend past June since Banner alerts are currently being utilized. As requested, Mike will forward an email regarding Starfish from Damien to Amanuel and others in the group.

7. CourseLeaf Software Implementation Status
Since this is campus initiated, the campuses are leading the project with IT supporting as needed. CourseLeaf will replace CurricNet. The deadline for completion is December. The pre-kick off meeting is scheduled for tomorrow morning, April 6.

8. Updates
   - Banner 9 Implementation
     The implementation is moving forward successfully with all of the fiscal services at the District office going live. It is being rolled out in phases to users with access granted individually after training. Most of the DAC fiscal services staff have been transitioned and some of the campus fiscal services staff have also. The training documents are being updated and Business Services anticipate scheduling requisition training in Banner 9 this summer. The next phase will be the student side which is still on hold until the vendor resolves existing issues. The hard deadline to move to Banner 9 is December. With browsers removing Java support, it is important to transition sooner than later.
   - Amazon AWS Datacenter Project Status
     Currently an October time frame is the target to transition Banner from the District physical hosting center to the Cloud, although this is flexible due to the complexities of the project. An MOU is being drafted and will probably be ready to share at the next meeting. After Banner is moved to the Cloud, other systems will be reviewed and scheduled for transition.
   - Email Migration to the Cloud (Office 365)
     The migration is mostly completed for the District office. At the campus level, IT staff are being migrated first. The project has been going well so far.
   - Payment Express / Seat Advisor
     Currently there is not an established time line for this project. The devices have been received and should be deployed soon, most likely combined with the PCI project. Laptops are being ordered for the project. There will be two units per campus, managed by the student business offices. Any department will be able to check one out as needed. If it is determined that more stations are needed, that can be option moving forward. Initial training will probably be scheduled for next month.

- OEI / Canvas
  MC will be participating in the OEI. VC had a few students registered through the OEI this semester. Kim shared that the courses in the exchange are fairly high enrollment courses. There is discussion underway regarding supplementing certificate courses that are lower enrollment courses. The initial target date is spring.
- Early Registration
  So far, early registration is operating as planned. The FAQ has been added to the website. The District Marketing staff are handling communication.
- OC Promise App
  Oscar shared that changes will be made over the next couple of weeks. Sunny is the lead on the project and working on some technical issues. Completion is expected soon.
- Faculty Evaluation Process
  Mike shared that a new process most likely won't be ready for fall and the current process will need to be continued for another semester. Kim noted her concern about using an online only platform since there is a need for the ability to scan on-ground surveys. Mike explained that Qualtrics does have a product that would handle on-ground surveys.

9. Other Business
   - State-wide ERP Discussions
     Mike wanted to bring awareness that this older topic is seeing a resurgence of interest amongst other districts such as North Orange and Kern. There was discussion at the 3CBG Conference and will probably be a topic at other conferences. Mike shared that VCCCD may not be interested due to the modifications in Banner, which would need to be removed. Other colleges may not have mods. He noted that there are some good ideas involved and more standardization for the colleges. He encouraged the group to share any ideas as they become known.

10. Next Meeting
    The next meeting is scheduled for June 7.