



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER**

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

OCTOBER 4, 2018

8:30AM > DAC LAKIN BOARD ROOM

MEETING NOTES

Attendees: Amanuel Gebru, Cathy Bojorquez, Dan Watkins, Kim Hoffmans, Mike Rose, Oscar Cobian, Pat Ewins, Rojelio Vasquez, Silvia Barajas
Guests: Dan McMichael, Brandon Jones, Laura Barrosco

1. Review Minutes of 08/02/18 – Dan Watkins
The notes were approved.
2. College Network Update – Dan McMichael
Dan shared that the switch replacement at MC is completed with only minor configurations remaining; the new firewall is working well. At OC there are two locations remaining that need switches to be installed; the new firewalls are working well; a new virtual controller has been installed. At the SP location, all switches and the firewall have been replaced. VC still needs a few switches and firewalls replaced. At the DAC, new switches have been installed but users haven't been changed over yet; some of the old campus firewalls will be reused at the DAC to provide some redundancy. Switch replacement at FSTA will be scheduled after OC and VC are completed. Upon completion at the DAC, the District can cease paying for phone lines.
3. Districtwide Project Updates – Dan Watkins
 - District IT Project Request Form
Dan would like the form to be utilized across the District. He showed the area in Confluence for the 2018-2019 IT projects listed in order of priority. New projects can be added to list and this group will determine priority. There is also a district project board and Dan works with the campus IT Directors to maintain a project board for each campus. This allows a quick glance of the projects District-wide. Dan shared that he is reviewing project monitoring software since Confluence is not a true project tracking method.
 - Clearpass Implementation
Dan shared that proposals are being reviewed for implementation assistance with Clearpass and he anticipates one will be selected this week. This will allow for students, staff, and faculty to authenticate to our network. This is another important part of our movement toward better security. This will be a large project with multiple phases. Concern for possible issues for faculty was expressed and Dan explained that everything faculty currently access on their personal computers on campus will remain unchanged.

- **Emergency Notification Workgroup**
Silvia is the lead on this project. Dan has compiled information from several schools regarding the systems being used and vendors are being contacted to schedule presentations. Silvia shared that the workgroup members have been requested to share the information with their campus Vice Presidents and appropriate committees. The workgroup has representation from all three campuses.
- **Security Initiatives**
These are in various stages of implementation. Dan shared that the California Chancellor's office is working towards ensuring that all of the Districts are as secure as possible. Educating staff and faculty on best practices will be important.
 - i. **LogRythm (Security Information and Event Management)**
The event logging system just kicked off the content copilot which will assist with threat detection and response.
 - ii. **BeyondTrust (Privileged Access Management and Retina)**
The project is moving forward and at a point where the campus IT Directors will become involved.
 - iii. **Forcepoint (Email Security)**
All inbound emails will go through Forcepoint. IT staff just added a malware capability for unknown attacks to run in a sandbox environment to determine threats.
 - iv. **TrendMicro (Anti-Virus, Endpoint Sensor, Phish Insight, Cloud App Security)**
IT is now able to launch fake phishing attacks to determine vulnerabilities. The anti-virus has been installed on most systems. Endpoint was recently added which includes an incident response capability and has produced some interesting data. DAC and VC workstations have been completed; MC and OC will be completed by the end of this week.
 - v. **Spirion (sensitive data file scanning/sharing)**

4. Software Applications and Development Updates – Mike Rose

- **Banner 9 Implementation**
Banner 9 is fully implemented to all users with links for both 8 and 9 available. The removal of Banner 8 links will begin next week. Users who have had access to Banner 9 the longest will have Banner 8 access removed first. This includes HR, PR, and Finance. The official cutoff date is set for November 12. The communication plan includes an email campaign with weekly emails specifying the cutoff date for each group of users.
- **Amazon AWS Datacenter Project Status**
The second test environment in the Amazon Cloud has been completed. The change will be major for IT but shouldn't be for users. The next step is to select an Amazon partner to assist with the transition. It is expected that early in spring semester, late January or early February, testing will begin with the cut over to the cloud scheduled for spring break. There will be AWS testing as well. Included in this is a DegreeWorks upgrade and a new sign-on system. Dan explained that this project will be intensive for the District IT staff for the next six months and IT staff resources will be limited for new

projects. Mike noted that the cloud offers a level of advanced technology that will benefit VCCCD. Recently there have been a couple of outages over weekends that were related to our aging hardware; alerts notified IT staff who came in on Sundays to resolve. He cited as an example that Canvas is a cloud hosted system and when there are problems, they are handled easily.

- Exchange to O365
This has been a fairly seamless change over to the Cloud to date.
- Payment Express / Seat Advisor
This project is nearing completion. There was a technical issue that was resolved yesterday. MC will be the first campus to implement. Most of the staff who will be involved have completed the online PCI training for credit card handling.
- Starfish Counseling Scheduling & 3SP MIS
Phase one of this project, appointment scheduling, is complete. There is a hold on moving forward due to the fact that old SARS data is problematic to import. Alternate solutions such as archiving the data are being explored. The second phase, which involves early alerts and progress reporting to help support guided pathways is in preparation to begin. The anticipated implementation time frame is to have a pilot in place for spring and roll out completely in the fall.
- CourseLeaf Software Implementation
This project is moving forward as expected with the tight timeline. The contract with Curricunet ends in January and may need to be extended through March. The anticipated go-live date for CourseLeaf is the end of March. Mike shared that there was a great session last week.

5. Email Distribution List Process - Dan Watkins

Dan has been researching the history of how and why certain processes evolved, creating a page in Confluence with the information. One of these is the process for adding staff to email distribution lists. This will be an agenda item at the next meeting to discuss if any changes should be made to the process. It was suggested to add this information to Business Tools.

6. VPN Access Process - Dan Watkins

Dan has been researching the history of how and why certain processes evolved, creating a page in Confluence with the information. One of these is the process for granting VPN access to employees. This will be an agenda item at the next meeting to discuss if any changes should be made to the process.

7. Other Business - Dan Watkins

- Mike noted that originally the cutoff date for SDA was set for the end of September. There were some staff and managers who requested an extension and it was decided to align the cutoff with the Banner 8 cutoff date.
- Mike explained that Ally is mostly targeted toward distance education to assist instructors with making content accessible. The contract started in July and the project shows a priority of a '3'. There is much technical work required with Ally which is the reason for the priority level. The work to move

forward is being done, but if a project with a higher priority level comes up, resources currently working on Ally will be diverted.

8. Next Meeting (December 6) - Dan Watkins