VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE
DECEMBER 6, 2018
8:30AM➢DAC LAKIN BOARD ROOM

MEETING NOTES

Attendees: Dan Watkins, Julius Sokenu, Mike Bush, Michael Shanahan, Oscar Cobian, Silvia Barajas
Guests: Dan McMichael, Grant Jones, Mike Rose

1. Review Minutes of 10/04/18 – Dan Watkins
   The notes were approved.

2. College Network Update – Dan McMichael
   VC:
   Replaced 4 switches from surplus (MCW 1.1, WAM 1.1, Admin 1.2, CDC 1.1).
   Firewall replacement is scheduled for Dec 14; this will affect response groups that were not migrated to Exchange Online.
   Network troubleshooting at VC, loops in network.
   Power outages affected several buildings at VC; blown UPSs, some lost configuration on switches.
   Complete cutover of VLANs from old to new.
   MC:
   Complete core migration are partially complete.
   New wireless controller is in place and we have migrated some production APs to new controller. More migrations to occur over the winter break and into the spring.
   Replaced the network switch in the GPS (Guided Pathways for Success) bungalow to support adding International Students to the area.
   OC:
   FSTA firewall replacement being scheduled for the spring.
   DAC:
   New wireless controller is in place and the student/guest authentication is working with credentials now versus a static generic username/password.

3. Email Distribution List Process - Dan Watkins
   Dan W. shared the established procedure and the group reviewed. Concerns of employees being removed from distribution lists due to changing positions was discussed. It was decided that before an employee changes position/location an email will be sent to a specified group for approval, including the ATAC members. HR can provide that list on a determined time schedule. Mike R. noted that this will also be helpful for other types of security access where there isn't a set procedure when employees change position/location. Dan W. will modify the current procedure and present to the group at the next meeting.

4. VPN Access Process - Dan Watkins
   Dan W. has documented the process and as other procedures are identified, he will add to the list of procedures he is compiling. He verified with the group that when there are short-term VPN access requests, using email for approval has been working. He noted that the license is for fifty users and normally that number is not exceeded. However, in times of an emergency, that number could be exceeded. Also, keeping laptops upgraded for VPN access is problematic. Dan W. explained that he plans to review possible alternate methods for access that would be easier to maintain.

5. Districtwide Project Updates – Dan Watkins
   - District IT Project Request Form
     The form is completed and the link to the form can be sent to users who have requests. At some point it will be made available to all in Confluence. To date there have been seven – eight projects submitted. The next step will be to take the current projects, run them through the prioritization matrix, and review the assigned priority. This will take place in the next few months and is seen as a powerful tool in terms of prioritizing projects throughout the district.
   - Clearpass Implementation
     The first phase is implementing the use of VCCCD credentials to login to WiFi at all locations. Students will use their VCCCD username and password instead of a generic student login. Another phase involves ensuring that devices are approved to connect with the District's network, avoiding users unplugging a District device and plugging in their personal device. Checking to determine if the installed software on District devices is updated to the current versions is another phase. Clearpass was purchased approximately seven months ago and IT is working toward implementing all phases.
   - Emergency Notification Workgroup
     Silvia chairs this committee. They are reviewing an RFP that includes sending notifications to single or multiple devices, to classrooms, to the campus marque signs; basically multiple ways of alerting our students, faculty, and staff using multiple methods. Upgrading and use of the outdoor speakers is being explored as well as mapping all conduits and cabling at every location. Dan W. noted that there may not be one single vendor that can handle the entire project.
   - Web Redesign
     The project is moving forward. Nineteen vendor proposals were submitted and the top three will be interviewed next week. It's anticipated that the redesign committee will present to the Board in January. Silvia suggested that faculty be involved via contacting the Academic Senates. Also, input from classified staff via the Classified Senates and student representation was discussed as important to the project. Dan W. noted that the entire process will include reaching out for input from across all areas; surveying the different locations, including students. When asked about the timeline, Dan W. explained that a realistic time range is thought to be eighteen to twenty-four months. Content and structure reviews will be part of the project. Determining the audience for the different websites is key. Mike R. noted that the last redesign was more cosmetic, this is a more extensive project.

6. Software Applications and Development Updates – Mike Rose
    - Banner 9 Implementation
      All staff are now on Banner 9 and phase one is considered to be complete. The vendor is addressing improvements as issues are reported. The next step is to move forward with the new functionality, reviewing self-service and new modules.
    - SDA Phase Out
      Tomorrow is the cutoff date for SDA. An email was sent two weeks ago to users who had used SDA within the last month and another one will be sent as a reminder. Mike R. explained that in justifiable situations, a temporary exception can be made. Silvia requested that the VPs be made aware of any exceptions so that they can help facilitate the move to Argos for those users.
    - Amazon AWS Datacenter Project Status
      This project is moving forward well. There have been a couple of Banner environments built in the cloud. This is a significant shift on the backend for IT and has required much training and staff development for the IT staff. March 15 is the move date for Banner production which will include many of the supporting apps. The new single sign-on and an upgrade to Banner will be included. User testing is planned to begin in early spring semester. Testing for the Banner upgrade will happen simultaneously. If it is determined that more preparation time is needed, the move date will be extended.
    - Exchange to O365
      This is another Cloud initiative. There was an issue with a security certificate last week that affected some part-time faculty and emails that weren't being delivered. Part of the issue was being in two different environments. The problem was resolved. It is anticipated that the migration will be completed by February 1.
    - Payment Express / Seat Advisor
      This project has been implemented. Every campus has two stations. Grant added that at VC, the stations have been used and seem to be working smoothly. Silvia noted that there are areas on campus whose needs are not being met by this particular application and that she anticipates this issue to resurface at some point.
    - Starfish Counseling Scheduling & 3SP MIS
      This project has two phases. The early alert phase was scheduled to begin during the time of the fires and other local emergencies and so was unavoidably postponed. Mike R. anticipates that the implementation will be in summer/fall. Many decisions need to be made beforehand.
    - CourseLeaf Software Implementation
      March is the new timeframe for implementation. The CurricUNET contract has been extended for one last time. This has been a time consuming project for all. Dan W. mentioned that there has been some interest expressed about an online course catalog for all of the sites due one of the Courseleaf demos. The group agreed that this might be the time to work on coordinating along with the other changes.

7. Other Business - Dan Watkins
    - Michael S. mentioned that the applicant testing software used by HR is nearing the limit of what it can offer. Michael Arnoldus has additional information.
    - Mike R. mentioned that there have been indications that VC is interested in utilizing the self-assessment modules used by MC. Grant added that the Math assessment currently used at VC is antiquated and MC's assessment module has been successful.

8. Next Meeting (February 7) - Dan Watkins