VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE
APRIL 4, 2019
8:30AM➤DAC LAKIN BOARD ROOM

MEETING NOTES

Attendees: Catherine Bojorquez, Dan Watkins, Julius Sokenu, Kim Hoffmans, Mike Bush, Oscar Cobian, Rojelio Vasquez, Silvia Barajas
Guests: Dan McMichael, Grant Jones, Mike Alexander, Mike Rose, Nubia Lopez-Villegas

1. Review Minutes of 02/07/18 – Dan Watkins
   The notes were approved.

2. Software Applications and Development Updates – Mike Rose
   https://confluence.vcccd.edu/display/IDD/Projects

   Mike reviewed the status of the items on the Current IT Project list.
   - DHLP-16 (Banner Datacenter Migration to AWS Cloud): Complete.
   - DHLP-31 (Guided Self Placement-AB 705): The timeline is set to have this in place for spring registration. The Math self-placement may not be doable. Each campus is working on methods to be compliant; the District is handling it on a district-wide level and automating.
   - DHLP-21 (Courseleaf Implementation): in the final stages.
   - DHLP-17 (Starfish Early Alert): approximately 70% completed. Alerts should be ready for fall semester. The leads on each campus will handle training with IT offering support as needed.
   - DHLP-23 (Ally DE Accessibility Implementation): The IT related portion is complete. Campuses are rolling it out to the faculty.
   - DHLP-37 (Campus Logic Implementation): Financial Aid project that was started this month and should be a relatively quick project.
   - DHLP-19 (Public Website Redesign): see agenda item #3, second bullet.
   - DHLP-34 (Chrome River Travel and Expense): kicking off this month. The project will start with the DAC and then rolled out to the campuses.
   - DHLP-42 (VCCCD LSP Project): All three campuses have signed on to the state Library Services Platform. IT will work on the project over the summer with the switch taking place at the end of fall to be in place for spring semester. It is funded for this year, continued funding is unknown.
   - DHLP-32 (Install Cashnet EMV Readers): This is the chip reader part of the PCI project. Mike will be meeting with the IT Directors at the end of this month to schedule deployment.
   - DHLP-26 (OnBase Faculty Forms): Project is close to completion.
   - DHLP-27 (Summer/Fall 2019 Registration-Fee Assessment Schedule and Payment Plans): the adjustments are close to completion.

3. Districtwide Project Updates – Dan Watkins
   - Emergency Notification Workgroup
     The RFP has been circulated to vendors. Site visits will begin next week in order to obtain an understanding of the size and scope of the locations. The DAC and MC are scheduled for Thursday; OC and VC are scheduled for Friday. This is the pre-meeting before the bid. It is anticipated that this will be approximately a two year implementation.
   - Web Redesign
     The project has officially started and is expected to take a year to roll out. There is a core group that is coordinating the project, gathering input from students, faculty, and staff. Input is also being gathered from the community.

4. College Network Update – Dan McMichael
   Dan McMichael reported the following.
   VC:
   Firewall rule modifications added for migration of Banner to AWS
   HA firewall pair replacement was completed on 3-26-19
   Wireless Network troubleshooting at VC – resolved Clearpass authentication issues
   South Mountain:
   Nothing to report
   MC:
   Firewall rule modifications added for migration of Banner to AWS
   Replaced core router on 3-29-19
   Staff wireless network connectivity issue - Resolved Clearpass authentication issue
   Migrated legacy networks to use the firewall as it's gateway to provide greater security
   Police radio network connectivity issue – replaced faulty UPS
   OC:
   Firewall rule modifications added for migration of Banner to AWS
   FSTA firewall replacement being scheduled for the spring
   DAC:
   Resolved connectivity issues with all wireless networks and wired networks on first floor
   Firewall rule modifications added for migration of Banner to AWS

   Dan Watkins added that the District should be receiving grant money from the state now that the related network project is completed. The amount that will be recouped is $150,000.00.
   Mike Bush mentioned that there are ongoing connectivity issues with the Fire Academy; Mike Alexander will be working on it this week.

5. Project Prioritization Workgroup – Dan Watkins
   Dan reviewed the draft prioritization matrix and guide handouts. He would like to form a prioritization work group that would meet as needed during the off month that ATAC does not meet. The work group would take the unranked projects through the ranking process, ranking each project to then be reviewed at the

following ATAC meeting. This could be accomplished via a conference call. Mike Bush suggested that a Vice President from each college be on the work group. Kim, Oscar, and Silvia agreed to join the work group.

Dan emphasized that when there are unexpected problems requiring the attention of IT staff, resources are taken away from the projects in process. Currently, there are many large projects already in the works and new requests may need to wait. Mike Rose added that there are projects that have been put on hold and are waiting to be done when resources are available. Projects not only require IT staff resources, but also require time from other staff.

Prioritized Project Requests
- DHLP-35 (Portal Replacement for Luminis): portal software is aging and this will be a forced upgrade at some point.
- DHLP-33 (Software Access/Security Requests BPA): this project is close to being started.
- DHLP-30 (IGETC and CSU GE Degree Audit Report): DegreeWorks additional work.
- DHLP-25 (CCCApply Ethnicity/Ancestry Expansion): this is a small project that can be done quickly.

Prioritized Project Requests: prioritized and waiting for ranking
- DHLP-38 (Banner 9x Self Service Registration): the functionality will be better using current technology giving our students a modernized look and feel when registering for classes.
- DHLP-39 (DegreeWorks A&R and Pathways Assessment) and DHLP-43 (Automatic Degree Awarding): these are both related to Pathways and will be done in the next fiscal year.
- DHLP-41 (VC Library-LibCal): thought to be a smaller project.
- DHLP-44 (VCCCD Mobile App Upgrade): this will be necessary soon.

6. Other Business - Dan Watkins
- Dan mentioned that it is time for the annual committee self-appraisal survey and he encouraged the members to complete it.
- Dan mentioned he is working on the District IT strategic plan and he anticipates sending out the draft to this group before the June meeting. The group can discuss any recommended changes at that meeting.
- Dan explained that he has been leading discussions regarding student evaluations of faculty. He has completed a document that outlines the current process as we know it. Once the process is finalized, ways to improve will be explored including automation possibilities.
- Mike Bush inquired about how infrastructure projects are being handled. Dan will begin setting up a project list for infrastructure projects. The list may be in different section but the same process will be used.
- Mike Rose inquired if there is District-wide coordination leading the noncredit changes or if each campus is handling it separately. Julius shared that the Registrars are working together.
- Mike shared that due to the AWS Cloud implementation, the data warehousing project can be done more efficiently. This request has been discussed for many years and is a large project.

- Oscar shared that the State Chancellor's office will be addressing the ability for dual enrollment in CCCApply.

7. Next Meeting (June 6) - Dan Watkins