VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE
JUNE 6, 2019
8:30AM➢DAC LAKIN BOARD ROOM

MEETING NOTES

Attendees: Catherine Bojorquez, Chris Renbarger, Dan Watkins, Oscar Cobian, Silvia Barajas
Guests: Dan McMichael, Grant Jones, Mike Alexander, Mike Rose, Laura Barroso

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

2. Committee Self-Appraisal Results Review – Dan Watkins
   The group reviewed the results of each question. There was consensus to suggest that new option(s) for how often a committee meets be added to next year's self-appraisal: 'as scheduled' and/or 'every other month'. Question 8: the group discussed having a strategic vision of what is trying to be accomplished in terms of the requested projects and review how the Deans could be used more as leads for some of the projects. Dan suggested continuing the discussion at the next meeting. He would also like to compare next year's self-appraisal to this year's in order to support continued improvement.

3. District IT Strategic Plan – Dan Watkins
   Dan requested that the group review and provide any feedback. He may be making changes after the VCCCD Chancellor's retreat in order to align with any changes made to the District strategic goals.

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

   Mike reviewed the status of items on the Current IT Project list.
   - DHLP-47 (CSU/UC GPA on Transcript): close to completion.
   - DHLP-16 (Banner Datacenter Migration to AWS Cloud): Most of the migration has been completed. There are some remaining applications that haven't moved yet such as document imaging. This item will remain on the list until the end of the fiscal year as other software to be moved is identified.
   - DHLP-37 (Campus Logic Implementation): Financial Aid project and involves some interaction with the State this summer. The second piece will begin in the fall for non-traditional students and include the development of some self-guided tools.

- DHLP-17 (Starfish Early Alert): This will give faculty a way to direct students to available services. The target roll out to all faculty is fall.
- DHLP-34: (Chrome River Travel and Expense): Anticipating a pilot program beginning mid-fall. The group discussed possible changes to the current travel procedures and if so, the campuses would like to add input. Mike will share that with Terry at the next project meeting.
- DHLP-19(Public Website Redesign: surveys are completed and the results will be shared.
- DHLP-42 (VCCCD LSP Project): no timeline set yet but anticipating that will be fully implemented by spring of 2020.
- DHLP-32 (Install Cashnet EMV Readers): will be rolled out soon, coordination will be done with the campus business offices to avoid as much disruption as possible.
- DHLP-26 (OnBase Faculty Forms): The IT part of the project is almost complete. The Registrars may decide to wait until fall to roll out the faculty. There are approximately twenty different forms.
- DHLP-27 (Summer/Fall Reg Calendar): keeping this on the radar as a standing item.

Mike reviewed the status of some items on the Current IT Project list.
- DHLP-35 (Portal replacement): it will probably take into spring to determine a new vendor. There is a lot of customization that will make it difficult to transition. This is purposely being aligned with the website re-design project.
- DLPH-49 (OnBase Upgrade): OnBase has an upcoming upgrade.
- DLPH-33: (Software Access/Security Requests): there is a need for review of the business processes for security.

Mike shared that the prioritization task force hasn't met yet. He shared the matrix that will be used to prioritize the new project requests.
Dan Watkins has been suggesting that when a request is made by one college, it is first discussed with the other two colleges to determine if it would be helpful for all colleges and so allow for a coordinated effort. This would help with managing resources for existing agreed-upon projects.

Mike asked for volunteers to sponsor certain projects. Oscar offered to sponsor DHLP-46 (Non-Credit Banner).

5. Districtwide Project Updates – Dan Watkins
   - Emergency Notification Workgroup
     An RFP was sent out. Proposals were submitted from Vector, Global GTI, and Everbridge. These are the base bids; Dan expects that once more detail is added, the price will increase. A shared site will be set up for the work group and a set time line to review and discuss the next steps will be developed.
   - Web Redesign
     Patti is meeting with groups to review the current information found on the websites with the focus on what to keep and/or remove. Patti has created a website that will be updated as to the progress. The link will be made available.

6. College Network Update – Dan McMichael

    Dan shared information on the network infrastructure project.
    MC:
    Added an additional 9 wireless access points on campus to provide greater Wi-Fi coverage
    Finalized data cabling locations for the GYM renovation project
    Installed new 10 Gbps WAN circuit to replace the current circuit provided by AT&T with cutover to follow soon. This will reduce the District's monthly circuit expenses.
    Configuring site-to-site VPN to all sites
    OC:
    Increased most building uplinks to 10 Gbps connections to increase throughput.
    DAC:
    Finalizing cutover to new Internet circuit provided by CENIC. This will reduce the District's monthly circuit expenses once connected.
    Configuring site-to-site VPN to all sites
    VC:
    Pricing out upgrading microwave equipment that connects VC to Santa Paula.

    Grant added that he has the quote from a vendor to update the microwave equipment. Mike Alexander shared that the connectivity issue at the Fire Academy has been resolved. Battery backup systems are having issues and the DAC is involved in working together to resolve. The UPS's need to provide power long enough for the generator to kick in in case of power outage.

7. Project Prioritization Workgroup – Dan Watkins
    Due to personnel changes, the group didn't meet. The first meeting will likely be lengthy with strategical discussions. Dan will schedule the meeting.

8. Other Business - Dan Watkins
    Silvia suggested there were problems with VPN related usage. The group discussed. There needs to be better coordination of when the VPN software is update. Campus IT staff need to find and physically update the laptops. There are ideas for improvements, potentially using other methods. There are some short term solutions that could be implemented as well as some long term solutions.

9. Next Meeting (August 1) - Dan Watkins