



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

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

SEPTEMBER 9, 2010

8:30-10:00 AM > DAC MPR

MEETING NOTES

Attendance: John al-Amin, Erika Endrijonas, Dave Fuhrmann, Iris Ingram, Sue Johnson, Dave Keebler, Ed Knudson, Patricia Parham, Ramiro Sanchez

1. Review Minutes of 8/05/2010
2. EMS Scheduler – User and reviewer protocol
Dave gave an overview of how the EMS software functions, that rooms are not scheduled until a request is submitted for approval from the appropriate person(s). Rupinder was called to join the meeting for clarification of the process. After approval, a message is sent to the requester and the room is auto-reserved. Dave will have a flow chart of the process available for the next meeting as well as a short demo.
3. Electronic Retention Policy
The policy for Email retention was discussed. Three years was a suggested time frame for retention of emails. It was also suggested to turn off Outlook's archive feature.
4. Email
 - Message Encryption
There is an add-on to the current Sophos Security Protection software that will allow the encryption of data sensitive attachments. This can be handled by using key words within files to be recognized, causing automatic encryption of the file; as well as the user manually encrypting a file. This feature will be tested soon.
 - System Upgrade
Dave discussed an upgrade to the email system that would allow for easier implementation of the retention policy. The cost for assistance for the upgrade and the encryption software will be approximately \$20,000.
5. TOPS/Qualification Match Project
There was a lengthy discussion regarding TOPS and qualification match. A task force will be created and a programming project possibly developed.
6. Waitlisted Students – Distance Learning Course Content

It was decided that Distance Learning students who are on the waitlist should be given access to class content, the same as waitlisted students who attend regular classes.

7. Centralize/Common Library System

A meeting has been scheduled by Robin at VC to discuss this issue and the results of that meeting will be reported back to ATAC. Two questions that need to be addressed are 1) what are the financial resources required, and 2) what are the human resources required.

8. Skillsoft

There has been a fair amount of staff using the self paced training modules. Increased marketing of this on-line training would encourage more usage. Skillsoft could assist us with marketing strategies remotely, and by sending a representative onsite. Lynda.com was also discussed as a possible alternative. Since faculty seems better served by Lynda.com, the number of users for Skillsoft could be reduced to six hundred, keeping the service for staff and managers, while purchasing Lynda.com services for faculty purposes.

9. Major Projects List – Review

The pending and in-progress Projects Lists were reviewed. Dave will update the list as discussed.

10. Other Business

John discussed the need for all links on the college websites to be verified. Dave informed the group that we now have a tool that tests for spelling and verifies all links.

Iris suggested that the energy contracts be discussed at the next meeting. It was determined that this is a DOC issue.

11. Next Meeting

The next meeting is October 7.