VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE
AUGUST 1, 2013
1:30PM➤DR.THOMAS G. LAKINBOARD ROOM

MEETING NOTES

Attendees:
Brian Fahnestock, Clare Geisen, Dave Fuhrmann, Gwendolyn Huddleston, Erika Endrijonas, Iris Ingram, Michael Bush, Michael Arnoldus, Lori Bennett, Mike Rose (guest)

1. Review Minutes of 04/11/2013
   The minutes of 04/11/2013 were approved as presented.

2. DegreeWorks
   Mike Rose provided a status of DegreeWorks. Discussion ensued regarding systems implementation, education plans in electronic format, SB 1456 guidelines for the Student Success Act, the State Chancellor's Summit September 23-24, Banner workgroups, OCR enabled external transcripts, funding for software, and a DegreeWorks phase 2 workgroup committee composition. Dave will follow up with the three EVPs for the workgroup composition.

3. Mobile Apps for Students
   Mike Rose provided a presentation of the mobile app, which was approved by the Board in May and a contract with AT&T has been put in place. The name of the app is MyVCCCD Mobile. The log in/out feature was discussed in relation to D2L, which should require a time out limit. Mike Rose will look into this issue. ASG pilot groups will demo the new app, which will be available during the fall semester on Android and Apple iOS devices.

4. Online Orientation System from Title V Coop Grant
   Mike Rose provided an update and demo on the online orientation system for the Title V Coop Grant.

5. Draft AP for Email Retention
   Dave reviewed the draft of Administrative Procedure 3310-B Email Retention and indicated the need for legal services for review of the procedure. Discussion ensued regarding specific needs for retention such as accreditation issues. Dave will contact legal services in conjunction with Brian Fahnestock regarding how to proceed. Data breach insurance is currently under review.

6. Updates
   - Document Imaging

A kick off meeting with constituent groups will be held in the near future after meeting with the vendor, Hyland. The Board has already approved the funding and implementation will start in September.

- Self-service transcripts
  This item is currently under review in DOC.
- Microsoft Lync
  Dave provided an update regarding the status of the Lync system roll out to campuses and issues related to the system.

7. Other Business
   There was a downtime event on Monday morning due to server overload during registration times and maintenance has been scheduled to upgrade the firewall.

8. Next Meeting
   October 3, 2013.

   The meeting was adjourned at 3:00 PM.