



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT ADMINISTRATION CENTER

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

FEBRUARY 6, 2014

8:30PM > DR. THOMAS G. LAKIN BOARD ROOM

MEETING NOTES

Attendees:

Mary Anne McNeil (for Brian Fahnestock), Clare Geisen, Dave Fuhrmann, Dave Keebler, Erika Endrijonas, Iris Ingram, Lori Bennett, Mike Bush, Mike Shanahan, Gwendolyn Huddleston (for Patrick Jefferson)

Guests: Bill Pearce, Rupinder Bhatia, Mike Rose

1. Review Minutes of 12/05/13
The minutes were approved.
2. Document Imaging – Project Update
Rupinder gave an update. The project is moving forward; the scanners will be in place soon. The OCR module to transfer articulation was approved earlier; however, the pricing from Hyland was very high. Dave is exploring other, more cost effective options.
3. 3SP Task Force - IT Assessment of MIS Requirements
Erika shared the Student Success Data Elements handout which was reviewed by the 3SP Task Force. Mike Rose will work on determining the source of the different elements and the assessment is that it is fairly straight-forward and should not be difficult to complete. The data will begin to be collected on July 1.
4. GradesFirst
VC and MC Athletics implemented GradesFirst for their departments. Other departments have reviewed the tool and found that it would be very effective to meet the new state requirements. Demos at all three colleges have been scheduled. Designed for Counselors and Student Services, it is a high end communication tool that uses various methods to send and record communications with students. This could replace the use of CI Track for keeping track of services such as tutoring. Dave will explore costs.
5. Campus Wireless Upgrades
There have been issues with the wireless at all three sites. Dave will be presenting the estimates at the DOC meeting next week to upgrade the systems. He will have a network diagram and funding information available at the next meeting.

6. Strategic Technology Plan 2014-2017

ITAC is working on gathering ideas from different groups on the campuses. There should be a draft ready in September for review with the final version presented to the Board in October.

7. Project Updates:

- **Banner HR Assessment**
Bill explained the assessment process that involves a functional specialist and a facilitator and is scheduled to begin next week with the kickoff meeting. It is a structured, subjective process utilizing survey monkey to collect staff input. The consultants will review the information prior to March 31 when they will be on-site to conduct interviews to assess and develop a report. The report should be completed within the first week of the on-site visit. It was suggested to include the Vice Presidents after the second survey. It was discussed that the initial kickoff meeting would be a good venue to discuss the audience for the surveys.
- **Banner Upgrade**
Bill explained the upgrade schedule plan which is to have two upgrades in the spring and one upgrade in the summer. Due to Financial Aid requirements, the first upgrade will be implemented earlier, possibly the weekend of March 8. The second upgrade will not be a full release and includes the tables needed for the student success project. It needs to be implemented before priority registration in June, and April is the initial target installation date. The summer release will be dependent on FA and involves the 150% rule; installation is targeted for the weekend of June 9. All three releases should be minimally invasive to users.
- **Maxient**
The contract has been completed and signed. Training is anticipated to begin within the month. The software will give the three colleges the ability to share information regarding students with conduct issues.
- **Microsoft Lync**
Phone deployment at MC is at eighty to eighty-five percent and two training sessions are scheduled during flex week. Deployment at OC will begin next week and it is anticipated to require forty-five days to complete. The goal is to finish by spring break. A new proposal for long distance services is being presented to DOC at their next meeting.
- **Mobile App**
There have been approximately 12,000 downloads. The feedback has been very positive. Suggestions are being routed through the Portal Task Force and are welcome.
- **Website Redesign**
The committee is meeting on February 18 and will review the design for final approval. Once approved, the content can then be moved over and training on Drupal can be scheduled. Victory will be providing a list of the pages from the most popular to the least. The content will be reviewed and modified as needed. The vendor will assist to assure compliance with the Americans with Disabilities Act.

8. Other Business

There was no other business.

9. Next Meeting

The next meeting is scheduled for April 3.