



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

ADMINISTRATIVE TECHNOLOGY ADVISORY COMMITTEE

JUNE 4, 2020

8:30AM > REMOTE MEETING

MEETING NOTES

Present: Amanuel Gebru, Catherine Bojorquez, Chris Renbarger, Dan Watkins, Damien Pena, Jennifer Clark, Jennifer Kalfsbeek, Mary Rees, Oscar Cobian

Not Present: Art Sanchez, David El Fattal

Guests: Dan McMichael, Grant Jones, Mike Alexander, Mike Rose

1. Review Minutes of 4/2/2020
The notes were approved.
2. Committee Self-Appraisal Results
There was only one response, most likely due to the survey coinciding with the pandemic. Dan will determine if the self-appraisal can be re-distributed. He would like more feedback to adjust the meetings accordingly. The group supported this idea.
3. COVID – 19 Status
At the District office, laptops continue to be checked out to employees as needed. Secure desktop is now available which Dan believes offers the best user experience. It can be released to everyone who currently has secure portal and secure apps. Some users can still use secure portal if their access needs are minimal. At some point, Dan would like to move all users from VPN to secure desktop for cost reasons. On a limited basis, some staff are receiving support with printers, scanners, and other devices. In a few instances, refurbished iPads have been checked out to employees who needed a device for remote authentication.
4. Software Applications and Development Updates – Mike Rose
<https://confluence.vcccd.edu/display/IDD/Projects>

Mike noted that the chart display only shows through the end of the calendar year. Due to the amount of data, it's problematic to go out further in time. The chart essentially mirrors the priorities specified below. He can work on displaying past the calendar year. On a general note, Mike doesn't believe the road map is realistic time wise and voiced concern it sets up expectations. It reflects the best case scenario if other items are not added and due to the current pandemic situation it is likely urgent projects will be added, changing priorities and project completion dates. A general item at the top of the list is onboarding students; this includes several projects.

Items on the Approved and Prioritized List:

- DHLP-120 Courseleaf: planning to move forward with the project in fall.
- DHLP-90 Banner Self-Service Application to graduate: SIG consultants will assist.
- DHLP-98 District Warehouse Scanning Project: the deadline is June 30.
- DHLP-119 Positive Attendance Solution: will be assessing the needs.
- DHLP-121 Dual Enrollment Forms and Workflow: the Registrars requested this project to route the necessary forms for high school students including to parents. There is some discussion in regards to using OnBase as a solution. From the IT perspective, OnBase is a viable solution although there are other suggested products. Two upgrades need to be installed and all indications show the improvements needed for this project are included in these upgrades. An assessment will be done after the upgrades are installed that will include the appropriate staff. Dan noted that workflows can become more complex underneath the surface and appear easier to users. He suggested breaking this project into two, with forms separated from dual enrollment.
- DHLP-117 Barnes and Nobles AIP Integration: this is a required project with a deadline to move to the new platform by December. The goal is be ready in October for spring registration. The project will begin in August. Mike doesn't anticipate this to be a large project unless there are major changes from the current manner that instructors use for choosing books.

New Project Requests Pending Prioritization:

- DLHP-122 Drop for Non-Payment Revisions: this project has been delayed for various reasons. There was a call between Damien, Khushner, and Mike recently. Once prioritized, Mike would like this scheduled in time for spring registration.

Not on the List:

- Articulation and DegreeWorks was discussed at the last Banner Student Group in terms of non-credit, resulting in a phone meeting that included the Articulation Officers and Registrars. This could dovetail nicely into the Courseleaf project. As the catalog project moves forward this summer, he sees it as a good opportunity to bring the AOs, Scribes, Registrars, and other applicable staff together to review. The group also discussed the benefits of past transcript information being available sooner to help guide students towards completion and graduation. The need to address staff resources for transcript evaluation and articulation was recognized.

The prioritization work group will meet in July. Dan asked for input on items that may need to have the priority changed. Mike suggested that DLHP-111 Email Fraud is currently low on the list and should be reviewed for a higher priority.

5. Districtwide Project Updates – Dan Watkins

- Emergency Notification Workgroup
VC is making plans for testing. Testing at SP should be completed next week. Speakers are being installed at OC; the project is two months ahead of schedule and testing is expected to start mid-July. The Fire Academy is included with OC.

The project will then move to MC and then to the DAC. The projected completion of all phases at all locations is 2021. It was noted that training across the District needs to be standardized.

- **Web Redesign**

The launch date has been moved out to July 7. Patti has been providing training sessions; pages are being reviewed. Any changes made to the current site now need to be duplicated in the new website.

6. College Network Update – Dan McMichael

MC

- Updated campus firewall operating systems to most current stable release
- Currently in the planning process to replace current WAN routers to take full advantage of Internet bandwidth
- ENS project – cabling and infrastructure set to begin mid-July

OC

- Updated campus firewall operating systems to most current stable release
- ENS project – Cabling and infrastructure currently being installed in all classrooms

VC

- Updated campus firewall operating systems to most current stable release
- All cabling and infrastructure installed for ENS project
- All speaker and LCD devices installed for ENS project
- Testing and modifications being performed to ENS system
- Failed battery string in LLR datacenter replaced

DAC

- Getting quotes to replace existing firewalls that are approaching end of life
- Converted DAC Internet connection to CENIC circuits from Frontier – will save the District about \$10,000/year

FSTA

- Installation of wireless network in warehouse to assist DAC staff
- Updated campus firewall operating systems to most current stable release

7. Other Business - Dan Watkins

The campuses are being set up for Ventura County COVID-19 testing sites. VC and MC are open Monday – Friday. The expectation is that OC will be open Wednesday – Sunday.

8. Next Meeting (August 6) - Dan Watkins