

# TESS Administrative Systems Committee Meeting

**September 23, 2011**  
**Agenda**  
**12:30 p.m. – 2:00 p.m.**  
**PDC 104**

**Members:**

• Classified Staff (Student Services for Colleges)	Kathryn Wilson	Patrice Hollis	
• Director, District Computing Services			Everett Garnick
• Director, Research and Planning	Keith Wurtz	James Smith	
• Faculty	Richard Hughes	Kristin Dillard	
• Director, Fiscal Services			Penny Ongoco
• Director, Human Resources			
• Instructional Manager	Cheryl Marshall	Marie Mestas	
• Student Services Managers	Joe Cabrales		
• Students			

TOPIC	DISCUSSION
<p>Roles and Responsibilities of Committee Members, Elect Chair.</p> <p>Chair: _____</p>	<ul style="list-style-type: none"> <li>• We will start and end meetings on time;</li> <li>• We will read materials, minutes, etc and be prepared to discuss at meetings;</li> <li>• We will listen to our colleagues without interruption;</li> <li>• We will operate on consensus and seek agreements all can “live with;”</li> <li>• We will make decisions based on clear information;</li> <li>• We will bring closure to decisions;</li> <li>• We will support committee recommendations;</li> <li>• We will accept the fact that there will be differences in opinion;</li> <li>• We will show mutual respect;</li> <li>• <b>We will use the best interests of our stakeholders (especially faculty and students) as the basis for our decision making;</b></li> <li>• <b>We will discuss our decisions with our associated governance group (student, faculty, staff, management), get feedback and come to next meeting prepared to discuss the feedback.</b></li> <li>• We will honor brainstorming without being attached to our viewpoint;</li> <li>• We will use meeting summaries (including agenda and minutes);</li> <li>• We will give the opportunity for all members to contribute;</li> <li>• We will be free to speak our minds without fear of reprisal;</li> <li>• We will not attribute ideas to individuals;</li> </ul>
<p>Schedule for the year</p>	<p>The DETS Management Team agreed that committees will me four times per year.</p> <ul style="list-style-type: none"> <li>• 9/24/2010: Focus for the year based on District/College Strategic Plans</li> <li>• 12/3/2010: Update/Request for direction on emerging issues</li> <li>• 2/18/2011: Report on progress/challenges, Request for Direction</li> <li>• 4/29/2010: Summarize progress and recraft focus for fall</li> </ul>

Re-evaluation of Committee Charge:

### Administrative Applications Committee

For Administrative/enterprise applications:

- Develop a recommended software strategy.
- Develop a data security strategy.
- Assure applications meet DETS approved standards.
  - Ensure a Total Cost of Ownership (TCO) model for all new acquisitions and updates.
- Prioritize software projects to ensure that organization operational and strategic goals are met.
- Define standards and policies to software systems acquisition, implementation, and management.
- Assist with development and resolution of needs and schedules for user training, testing, and support resource allocations in support of ongoing projects.
- Advocate for agreed software system changes, deletions, additions, and upgrades.
- Monitor levels of satisfaction and assist in developing programs to address reductions in satisfaction.
- Provide input and direction in the development and measurement of qualitative and quantitative elements to be used in a district program review model.
- Review and recommend policies and procedures.
  - Propose/Re-Adjust project priorities (iterative process).
  - Review and recommend SLAs.

#### Composition:

-Chair (Elected)

-Co-Chair (Director, District Computing Services)

-Instructional Manager – 2 (1- CHC, 1-SBVC)

-Student Services – 5 (2 -Managers; 3 Classified Staff) (1 of each CHC, 1 of each SBVC, 1 Classified District)

-Researchers – 2 (1- CHC, 1-SBVC)

-Faculty – 2 (1- CHC, 1-SBVC)    -Students – 2 (1- CHC, 1-SBVC)

-Human Resources – 1 (Mngr)    -Fiscal Services – 1 (Mngr)

Committee Goals and Strategies	<p>Goal 1: Help the user community become knowledgeable in, and effectively use, application systems provided.</p> <p>1.1 Work with Human Resources and college Professional Development committees to coordinate documentation efforts.</p> <p>1.2 Develop and deliver ongoing training and documentation on use of District systems and based applications.</p> <p>1.3 Provide a vehicle for a unified training calendar.</p> <p>1.5 Obtain feedback on needed training from meetings with user focus groups.</p> <p>1.6 Engage vendors where needed and applicable.</p> <p>Goal 2: Develop tools and resources that facilitate the daily management of college functions, including the monitoring, assessing and use of financial information.</p> <p>2.1 Work with college leaders to evaluate tools and data needed for financial analysis and</p> <p>2.2 Research and deploy systems to address the needs identified in 2.1</p> <p>2.3 Define and implement systems to help users monitor the reliability of crucial data.</p> <p>Goal 3: Provide a financial base to allow the District to keep pace with technology</p> <p>3.1 Identify opportunities and partner with grant writing experts to obtain grant funding.</p> <p>3.2 Develop a budgeting plan that is reviewed annually.</p> <p>Goal 4: Develop and build consistent and effective communication mechanisms among all District sites.</p> <p>4.1 Develop, implement, and maintain multiple channels of communication between DCS particularly at the colleges.</p> <p>4.2 Ensure DCS management has regular face-to-face contact with constituency groups on</p> <p>4.3 Ensure that management at DCS works closely with at the Campus Directors of Techn strategic and operational planning processes.</p> <p>4.4 Implement and evolve a communication plan that ensures all District sites are notified technology events that have occurred, or will occur.</p> <p>Goal 5: Create a simple and cohesive computing environment.</p> <p>5.1 Work with campus users to eliminate home-grown systems that are no longer managed</p> <p>5.2 For applications that cannot be replaced with commercial software, re-implement, where framework of existing commercial systems, with as little customization as possible and users.</p> <p>5.3 Consolidate, where possible, server systems in a virtual framework that reduces maintenance cooling requirements.</p> <p>5.4 Create a single sign-on architecture</p>
Projects Status	Summarize project schedules and issues
Review and discuss focus point(s) as need is perceived among members as representatives of user departments.	