TESS Admistrative 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		*Kristin Dillard		
• Director, Fiscal Services			Penny Ongoco	
• Director, Human Resources				
• Instructional Manager	Cheryl Marshall			
• Student Services Managers	*Joe Cabrales	*Marie Mestas		
• Students				

*BLUE – attended,   RED – Did not attend

TOPIC	DISCUSSION
Roles and Responsibilities of Committee Members, Elect Chair.	• Committee reviewed meeting rules. • A quarum was not attained at the beginning of the meeting so the committee voted to do nominations and vote for chair person via email. Everett to email committee.
Schedule for the year	The DETS Management Team agreed that committees will meet four times per year. • 9/23/2011: Focus for the year based on District/College Strategic Plans • 12/9/2011: Update/Request for direction on emerging issues • 2/17/2012: Report on progress/challenges, Request for Direction • 5/11/2010: Summarize progress and recraft focus for fall
Re-evaluation of Committee Charge:	Following are results of discussions related to articles of charge: 1. Develop a recommended software strategy: Keep as is 2. Develop a data security strategy: Keep as is 3. Assure applications meet DETS approved standards: Standards need to be defined 4. Ensure a total cost of ownership (TCO) model for all new acquisitions and updates: Needs to be clarified 5. Prioritize software projects to ensure that organization operational and strategic goals are met: This appears to be an operational imperative rather than strategic. Given the committee meets 4 tmes per year this may not be pratical. Review. 6. Assist with development and resolution of needs and schedules for user training, testing, and support resource allocations in support of ongoing projects: Adjust verbiage 7. Advocate for agreed software system changes, deletions, additions, and upgrades: What does "agreed" mean? 8. Monitor levels of satisfaction and assist in developing programs to address reductions in satisfaction: Surveys can be reviewed including program review, help desk, department, In addition informal feedback was suggested where committee members ask peers to provide feedback on topics related to the applications area. 9. Provide input and direction in the development and measurement of qualitative and quantitative elements to be used in a district program review model. Keep as is. 10. Review and recommend policies and procedures: Clarify for administrative applications area 11. Propose/Re-Adjust project priorities (iterative process): Change this to be more strategic or remove completely. 12. Review and recommend SLAs: Create a document listing applications and services with a summary of SLAs (Service Level Agreements)

Committee Goals and Strategies	Reviewed
Projects Status	Everett delivered a summary of major projects in process or coming up.
Review and discuss focus point(s) as need is perceived amoung members as representatives of user departments.	The focus areas voted this year are: 1. Recommendation for office data security 2. Software usage recommendations (process for vetting/approving free software 3. Satisfaction levels related to areas of interest for the committee a. Define what the areas are