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| **TESS Technical Committee Meeting** **Attendees: Jeremy Sims, Wayne Bogh, Rick Hrdlicka, Arlene Mcgowen, Andy Chang** | **September 18, 2015****Minutes****9:00 p.m. – 10:00 p.m.****TESS Conference Room 3** |
| **TOPIC** | **DISCUSSION** |
| Review Committee Guidelines, Elect Chair. | Committee guidelines reviewed and Osman elected as Chair |
| Re-evaluation of Committee Charge |  The committee charged was agreed to as follows:* Develop hardware and software standards for core infrastructure.
* Design a core infrastructure road map inclusive of replacement cycle, utilizing a TCO approach.
* Prioritize projects to ensure organizational and strategic goals are met.
* Purpose, develop and review new technology infrastructure standards.
* Recommend policy and procedures to TESS Executive Committee
* Develop and maintain a communication plan for the notification of all planned and unplanned events
* Review and recommend SLA’s

Wayne motioned for approval and Rick seconded |
| Office 365 Update | Jeremy explained the issue that students are having when logging into the Microsoft portal to download O365 ProPus. The issue should be resolved the following week. |
| Governance group technology issues\feedback | Jeremy and Andy explained how we are looking into getting Colleague and all its associated applications hosted with Ellucian. This will alleviate any maintenance associated with Colleague hardware, operating systems and applications that would typically be done by SBCCD staff. The group discussed the progress of the ERP selections. Arlene discussed the changes that will be made to SARS messaging. These changes will allow students and faculty to schedule and cancel appointments from the internet.  |
| Schedule for the year | * 9/18/2015: Update\Review committee charge and focus for the year.
* 1/27/2016: Update/Request for direction on emerging issues, Report on progress/challenges
* 5/4/2016: Summarize progress and recraft focus for fall
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| Committee Goals and Strategies |  * Review and update, if needed, the IT Infrastructure replacement plan and standards.
* Document IT infrastructure in a way that is consistent across all technology areas. Develop a process to ensure this documentation is kept up to date and easily accessible.
* Prioritize District Wide IT projects
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**Committee Guidelines**

* We will start and end meetings on time;
* We will read materials, minutes, etc. and be prepared to discuss at meetings;
* We will listen to our colleagues without interruption;
* We will operate on consensus and seek agreements all can “live with;”
* We will make decisions based on clear information;
* We will bring closure to decisions;
* We will support committee recommendations;
* We will accept the fact that there will be differences in opinion;
* We will show mutual respect;
* **We will use the best interests of our stakeholders (especially faculty and students) as the basis for our decision making;**
* **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.**
* We will honor brainstorming without being attached to our viewpoint;
* We will use meeting summaries (including agenda and minutes);
* We will give the opportunity for all members to contribute;
* We will be free to speak our minds without fear of reprisal;
* We will not attribute ideas to individuals;