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| **TESS Technical Committee Meeting**  Attendees: Jeremy Sims, Andy Chang, Anthony White, Osman parada, Rick Hrdlicka | | **September 22, 2016**  **Minutes**  **10:00 p.m. – 11:00 p.m.**  **TESS Conference Room 3** |
| **TOPIC** | **DISCUSSION** | |
| Review Committee Guidelines, Elect Chair. | Committee guidelines reviewed. Rick elected as chair. Andy 1st, Osman 2nd | |
| Re-evaluation of Committee Charge | Committee agreed to the attached charge as is. Andy 1st , Anthony 2nd | |
| Office 365 Update | Jeremy explained that Office 365 proplus is available free to students and staff. Students get ProPlus and Office online. After staff have completed training they receive ProPlus, Office Online and Skype for Business. Proplus includes 5 licenses of office and 1tb of OneDrive storage. DE is working on a training video that employees can watch instead of attending a live training. Jeremy explained an issue brought to him by Glen about a feature called Fetch that allows remote access to internal resources. Osman a Rick believed that it was only for the person version of OneDrive. Rick requested clarification on upcoming changes to clutter. Jeremy will provide that information via e-mail to the committee. | |
| Regroup | Jeremy gave a presentation to the committee about what Regroup is and why we chose to use this over BBConnect. Jeremy explained the differences in emergency and non-emergency groups. Jeremy stated the project is still awaiting integration with informacast, Digital signage and implementation of reports for group admins. Anthony and Rick discussed with the group how the integration with digital signage will be accomplished with the RSS feed from Regroup. | |
| Governance group technology issues\feedback | Jeremy (TESS Tech) – Jeremy updated the group to the technology projects going on at the district. Annex location is still having issues with loss of internet connectivity. They will be focusing their troubleshooting efforts on the switch side as the firewall seems not to be the issue. Anthony and Rick suggested we insure the cable is cat6 as they are noticing issues with cat5 cables on the extreme switches. Upgrade of ESX hosts to version 6 will be completed this week. Computer rotation is ongoing. Jeremy is working with DELL to upgrade the Virtual environment hardware. Jeremy discussed the ERP project with the committee.  Anthony (CHC) – The campus building remodel is ongoing with many buildings under construction. All of the old Wi-Fi access points have been replaced with the new models. CHC has been trouble shooting their VDI that is having issues with Print queues and group policies. They are also working on the print release stations integration with PaperCut. Lastly, they are replacing all the old extreme 45 switches with the new 460G2 models  Andy (TESS Admin Apps) - Ellucian hosting is set to start in January of next year. WebUI is now live and desktop UI will be completely shut off in November. Corse audit project has started. Andy has asked the assigned programmer to look at the canned features and configuration of the product to ensure it will technically work in our environment. It will be up to the colleges to modify their processes to match the technology so no custom programming will take place. OEI is starting next month. There will be no integration with canvas to start despite the colleges requests. Integration may be added after the product is live and stable. The CAI project has been postponed by the state and thus has not been prioritized. Hobsons Starfish early alert will start training in November. R25 implementation is also scheduled for November.  Rick (SBVC) - has purchased VEam as his backup solution. Rick is also having issues with his switches and Wi-Fi access points. Mark has been working to update switch operating systems to help fix the issue but this is causing issues with the Cisco phones. Rick team is replacing all cat5 cable with cat6 to help the problem along with mark using a script to determine if the switch has phone plugged in or not to adjust the POE accordingly. Mark is performing maintenance on campus technology from 4:30-7am every morning Monday through Friday. The fiber connection to digital signage was cut from construction but work is being done to remedy it. The gym is up and operational. | |
| Schedule for the year | Proposed Dates   * 9/22/2016: Update\Review committee charge and focus for the year. * 1/26/2017: Update/Request for direction on emerging issues, Report on progress/challenges * 5/4/2017: Summarize progress and recraft focus for fall | |
| Committee Goals and Strategies | * Develop Hardware and software standards for the core infrastructure * Update the communication plan for the notification of all planned and unplanned events * Start the creation of a Security Plan. | |

**Committee Charge:**

* 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

**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;