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| **TESS Technical Committee Meeting** Atendees: Jeremy Sims, Osman Parada, Rick Hrdlicka, Andy Chang  | **January 26, 2017****Minutes****9:30 p.m. – 10:30 p.m.****TESS Conference Room 3** |
| **TOPIC** | **DISCUSSION** |
| Review and Approve Minutes | 1st Andy, 2nd Rick |
| Communication Plan Update | The communication plan was reviewed by the group with Jeremy making edits to the word document. See additional documents on Technical Committee Webiste [http://www.sbccd.org/District\_Faculty\_,-a-,\_Staff\_Information-Forms/District\_Committee\_Minutes/TESS\_Committees/Technical\_Services\_Committee](http://www.sbccd.org/District_Faculty_%2C-a-%2C_Staff_Information-Forms/District_Committee_Minutes/TESS_Committees/Technical_Services_Committee)The edits will be taken to TESS Managers for review |
| Adobe Sign Intro | Jeremy discussed the recent Adobe Sign purchase. He stated we are licensed for 5000 documents and created sample document for Classified Work Report. Jeremy stated that one of the issues is that there is no schedule sending of documents. All documents must be sent manually and there is not a way to have the document end up at an e-mail address unless signature is required. Jeremy stated he will be adding AC-9 and 10s to show business services. Rick would like to see the Equipment Offcampus use form in Adobe Sign. Jeremy to give Rick, Wayne and Andy admin access. |
| Governance group technology issues\feedback | Jeremy – His group is working on EDCT move, Virtual env. Hardware upgrade, District network redo, security assessment and local helpdeskRick – SBVC recently purchased a netscout optiview XG. This will be used to find problems in the network like bad fiber. Wifi issues have been resolved with firware updates.Andy – His team has noted issues with the Wifi in the training room going out. Osman confirmed with was more than likely caused by the outages Annex was experineceing at the time.  |
| Schedule for the year | Proposed Dates* 1/26/2017: Update/Request for direction on emerging issues, Report on progress/challenges
* 5/4/2017: Summarize progress and recraft focus for fall
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| 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.
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