Distributed Education and Technology Services Executive Committee	07/16/2008 Minutes 1:30 p.m. – 3:30 p.m. Room 104 PDC

Glen Kuck (present)	Cidhinnia Torres-Campos (present)
Cheryl Marshall (absent)	James Smith (absent)
Kay Ragan (absent)	Ron Gerhard (present)
Alex Contreras (present)	Dio Shipp (present)
Damon Bell (present)	Penny Ongoco (present)
Charlie Ng (present)	Larry Ciecalone (absent)
Michael Perez (present)	Matthew Isaac (present)
Rick Hrdlicka (absent)	Donna Hoffman (present)
Ted Phillips (present)	Wayne Bogh (present)

TOPIC	DISCUSSION	FURTHER ACTION
Review and Approval of Minutes	1st meeting of this committee, no minutes to approve	
Overview of the purpose of this committee	The Executive Committee was formed based on recommendations from PlanNet Consulting following their IT Scan. The Executive Committee is charged as a decision making or advisory committee to the Chancellor's Cabinet, as appropriate. This District Technology Council and Distributed Education Coordination Councils will be repurposed as working committees of the Executive Committee.	Group to define what tenets/directives/guiding principles/strategic plan/etc to base Executive Committee decisions on.
Review of PlanNet recommendations	Glen reviewed the findings and recommendations of PlanNet with the Executive Council (Powerpoint attached). PlanNet findings	None
Review of SBCCD 2008 Tactical Plan	Glen, Rick Hrdlicka, and Wayne Bogh will review the tactical plan (attached) and provide a revised plan with recommendations to the committee by the August meeting. The Executuive Committee will then review and prioritize the remaining items. Glen will also be be meeting with Datatel to review the costs of having Datatel conduct Datatel product related implementations. SBCCD 2008 Tactical Plan.xls	Provide Executive Committee with: • Revised tactical plan • DCS budget • PlanNet proposal for managing RFP process • Datatel quote for implementing major ERP items

Gartner	The District has contracted with the Gartner Group. This "IT Think Tank" has over 600 specialists that provide research data and provide such services as consulting, contract review, product recommendations, etc. This contract will be used to provide background and foundational information to help guide decision-making.	None
District Director of Research and Planning	A job descriptoin has been created for a District Director of Research and Planning. This position has been identified by the Chancellor, Vice-Chancellors, and College Presidents as a "high-priority" position. Ultimately, however, the filling of the position will be dependent on funding availability.	None
Datatel Access and Data Security	The issue of student, short-term, and substitute access to Datatel was raised. The concern has to do with these temporary employees having access to sensitive information and the liability the District faces. As of August 1st, access to these three groups will be denied unless they provide proof of finger-printing. The group agreed that this was a short-term solution and raised additional concerns including: access to other systems (i.e. SARS), use of SSNs, and Data encryption. Alex stated that CHC Student Services is moving to only 19 hour permanent and regular employees having access to critical information systems. Damon will review the feasiblity of this concept at SBVC. The group also discussed the lack of training related to data-security (i.e. FERPA/HIPAA	DCS to develop comprehensive list of where secure data/SSNs may be seen/accessed. Glen, Rick, and Wayne to review data-encryption software Glen to review training options for FERPA/HIPAA
Meetings will be the 4th Wednesday of the month from 1:30 to 3:30	Next Meting: August 27, 2008 in room 104 at the PDC	