

Distributed Education and Technology Services Executive Committee

09/24/2008
Minutes
 1:30 p.m. – 3:30 p.m.
 Room 104 PDC

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

| TOPIC | DISCUSSION | FURTHER ACTION |
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| Review and Approval of Minutes | Motion to approve by Alex Contreras, seconded by Donna Hoffman | |

Follow-up items

- Charge of Committee/Strategic Goals
- Review of Overview of major projects for 2008.
- The untitled list
- PlanNet RFP proposal.
- Comprehensive List of viewable SSNs
- Data Encryption Software.

Glen reviewed some of the follow-up items from the last meeting:

The Chancellor has indicated that she is in the process of getting acquainted with the District. Until she, the Board, and the Chancellor's Cabinet formalize the District's Institutional goals, she has requested that the committee work together to streamline things and focus on efficiencies (i.e., review current business processes, infrastructure, software, etc.)

Glen, Wayne and Rick have been meeting weekly and have narrowed down the majority of the list. The items shown are the major projects that are outstanding in District Computing Services. Several of them may be condensed further depending on what happens with the HR and Payroll implementation. The list will continue to be revised. By the next meeting Glen should have a pretty concrete listing of the outstanding projects.

Is a listing of projects that Glen, Wayne and Rick are handling fairly aggressively and do not necessarily feel they belong on the major project list.

Glen contacted PlanNet and discussed their developing an RFP on the Sungard contract. Both PlanNet and Datatel have concerns about entering into a totally new RFP in the midst of a potential HR/Payroll implementation. Their concerns stem from the fact that a significant number of the District IT staff are Sungard employees. They feel that transitioning to a new staff who won't know our environment would not be a good move. The question is how we accommodate for this. We will not know the answer until we know if we are moving forward with the HR/Payroll module.

Glen asked that the committee review the listing and return the list to him. Quite a few of these issues will be resolved if the District does purchase the Datatel HR/Payroll system because the employee would be assigned an ID number and social security numbers would not be utilized

DCS, Wayne and Rick have tested a data encryption software call Truecrypt. It is freeware that has been highly recommended. IT staff involved in the testing are pleased with the software. The next step is developing a deployment strategy.

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| <ul style="list-style-type: none"> • FERPA/HIPAA Training | <p>The OSHA website has video and testing materials for HIPPA training for a cost of \$120.00. The committee needs to decide where the training information will be housed and then it is just a matter of purchasing and developing the site. FERPA training is free.</p> | <p>Glen will have a discussion with HR on having HR track the training.</p> |
| <p>Board Retreat/Chancellor</p> | <p>Glen has been having ongoing meetings with the Chancellor regarding technology. Based on his conversations with the Chancellor, meetings with Rick and Wayne and his weekly meetings with DCS, he formulated a grid showing the current culture of DCS and the District vision of DCS. Glen reviewed the grid with the committee. One of the major concerns is single point of failure- one person trained in a position, when that person isn't available, where do we go? There are concerns with employees having the necessary skill sets. District staff has not been adequately trained. There is a review of the gap analysis in place to review the job requirements and what training is required to adequately train individuals. As we move forward we need to look at a total cost of ownership model to ensure all systems are staffed and trained accordingly. We need to determine where centralization and/or decentralization is appropriate. We need clear-cut roles and responsibilities (staff, college/district, etc)</p> | |
| <p>Disaster Recovery</p> | <p>Wayne, Rick, and Glen shared with the committee the concept of a virtualized infrastructure. Short and long-term benefits were shared in light of the District's dating infrastructure. There are concerns of the ability and time it would take for the District to recover in the event of a Disaster. Virtualization would provide greater assurances of recovery in the least amount of time. It is considered industry standard and best practice.</p> <p>We are working with a company called GovPlace to provide a free on-site survey that would assess our equipment and tell us how we can virtualizes, and to what degree we can virtualizes and the cost to do so. We are also working with a company called EMC as a central storage area.</p> | |

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| Update on Datatel | <p>The presentations went very well. It will cost the District approximately \$640,000 for their ERP. This will include the HR/Payroll module, the Active Campus portal, Resource 25 and an onsite project manager that would oversee the project from beginning to end.</p> <p>Additional meetings are planned to discuss where we go from here in the context of the ERP solution, update the District's core infrastructure, and the Chancellor and Board's goals.</p> | |
| Sungard Renewal | <p>Glen reviewed the organization chart for District Computing Services and indicated which positions were held by SunGard employees and which were held by District. The Sungard contract will expire in June of 2009. There is a clause in the contract that states the District can not hire any SunGard employees for one year after termination of the contract.</p> <p>Thoughts and recommendation were shared. Glen will communicate those thoughts to the Chancellor.</p> | Glen to have further conversation with the Chancellor and report back to the committee. |
| EduStream Positions | <p>We will receive approximately \$850,000 in grants for EduStream. Funds from the grants will be utilized to hire various positions to manage the system. The recommended positions are :</p> <ul style="list-style-type: none"> • Director of Planning, User Services, and Resource Development • Senior Technology Support Specialist • Senior Programmer • Web Developer • Media Production Specialist • Technology Support Specialist • Programmer I <p>The positions will be filled over an approximate five year period of time. Some of the positions will mirror current positions held by SunGard employees. This will assist the District in covering these areas should the contract not be renewed with SunGard.</p> | |

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| Alert U | Alert U is a mass text notification system being sponsored by the CCC System Office. The system has been installed and configured, however, based on conversation at Collegiate Cabinet, the District will not deploy Alert U until the District's liability has been further researched and it is decided when and under what circumstances Alert U would be deployed. The Vice Presidents from from both Valley and Crafton will contact other community colleges to review their practices and policies | |
| Areas of Emerging Concern | <p>The Blackboard e-Commerce system was purchased with Title V funds approximately two years ago, however, it has not been fully deployed. Glen indicated that we need to either commit the resource to achieve a successful deployment or reevaluate this system's alignment with our District's needs.</p> <p>Discussion followed that it may look bad to the Department of Education if we spent \$200,000 of Title V funds on something we then decide to not utilize. Ted indicated that there are consultants available through the Title V funds that can assist use in determining other ways we can utilize the Blackboard E-commerce system</p> | A data collection meeting with Troy Sheffield and Ted Phillips will be scheduled to discuss Title V and what resources might be available to assist the colleges in fully deploying the Blackboard E-commerce system |
| Research Data | Cidhinnia was not present at the meeting- no information was discussed. | |
| Open Discussion | No items discussed | |
| Next Meeting | October 22, 2008, room 104 at the PDC | |