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| **Review of the function off the committee TESS Executive Committee**  | **September 30, 2011****Minutes****10:00 a.m. – 12:00 p.m.** |
| **Members in Attendance:** Everett Garnick, Jamel Carter, Rick Hrdlicka, Andrew Chang, Steve Sutorus, Craig Petinck, Jim Hansen, Rebeccah Warren-Marlatt, Jason Brady |  |
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| **TOPIC** | **DISCUSSION** |
| Review of the Minutes | Minutes were approved by consensus with one minor correction.  |
| Introductions of all members | All members introduced themselves, discussion followed on lack of attendance at the meeting. Several recommendations were made regarding attendance:1. Jim Hansen recommended that meetings be held via CCC confer
2. Rebeccah recommended that the members be reviewed to see if the correct individuals were in attendance.
3. Rebeccah recommends that we consider floating the meeting locations.
4. Rebeccah recommends we review the function, perhaps if the meeting is informational only, just send emails and only meet to update the master plan.
5. Rick shared the need for the meeting to provide feedback, perhaps put links on what we report on the TESS webpage.
6. Craig recommends we reinforce the importance of the meeting and the reason for the attendance.
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| Committee Charge | Everett reviewed the charge of the committee and the imperatives: Develop, monitor, and update the Technology Strategic Plan, ensuring alignment between the District-wide use of technology and the Board of Trustee’s imperatives. |
| Schedule | 09/30/11 – Review of Committee Charge/Review of Progress to Date12/16/11 – Update/review progress/request direction on emerging issues03/02/12 – Update/review progress/request direction on emerging issues05/18/12 – Summarize progress towards goals and recraft focus for next year |
| District Strategic PlanProgress Update | Everett stated **the Mission** of the TESS Executive Committee: To provide the RIGHT services, at the RIGHT time, in the RIGHT way for the RIGHT people. **The Vision:** Technologies with enable and enhance collaboration, communication, and partnerships within the district and with federal, state, local, and community partners. Administrative applications will communicate seamlessly, enabling real time exchange of reliable data between systems. Information systems will expand and enhance services while maintaining forward and backward compatibility. Students, faculty, and staff will have an environment that is technologically current. The privacy and security of information within our technology systems will be ensured. **The goals:** Help the user community become knowledgeable in, and effectively use, application systems provided. Develop tools and resources that facilitate the daily management of college functions. Provide a financial base to all the District to keep pace with technology. Develop and build consistent and effective communication mechanisms among District sites. Create a simple and cohesive computing environment. Centralize information and documentation district-wide in order to provide consistent, easy accessibility to self-help resources. Develop standards and procedures that ensure effective distribution and use of technology resources. Develop a project management methodology to eliminate project backlogs and enable communication and appropriate resource levels. Provide SBCCD a network infrastructure that is cohesive, redundant and based on district-wide standards. Provide SBCCD with a secure computing environment. Manage web-based services |
| Committee Reports-Administrative Applications-User Services-Technology -Web Standards  | Minutes are posted on District web-site: [http://www.sbccd.org/District\_Faculty\_,-a-,\_Staff\_Information-Forms/District\_Committee\_Minutes/DETS\_Committees.aspx](http://www.sbccd.org/District_Faculty_%2C-a-%2C_Staff_Information-Forms/District_Committee_Minutes/DETS_Committees.aspx) Everett reported that the committee is looking at recommendations for office data security. Also looking at software usages recommendations, specifically what are the requirements for an employee to download and install free software? The committee is also going to work on satisfaction levels related to areas of interest for the committee. The committee wants to define what areas, from a user’s prospective, where users are not as satisfied as they should be, then run some surveys. No updateEverett reported for Jeremy that the committee wants to review an Online Data Security Plan that was developed by the SSN task force last spring. They also want to develop and Incident Response Plan and review the Policies and Procedures surrounding security of the systems. Rick reviewed the goals the committee concentrated on last year. The number one thing they concentrated on was to recommend policies and procedures for acceptable use of social websites. This was included in the new Computer Use Policy that will be submitted to the board for approval. The committee also reviewed and worked on the other goals, review student emails and set some policies around them. Students opting out of e-mail notification. The committee devised a prioritization list for the Web Develops to identify what issues are important in their time management. Rick stated we are moving into the mobile age and need to direct our resources towards looking into making our systems more mobile.  |
| CHC Technology Services Report | Everett reported for Wayne that the Technology Committee is focusing on the Strategic Plan for Crafton IT.  |
| SBVC Technology Services Report | Rich reported that Campus Technology Services was going to be doing their first program review this year. Rick is in the process of developing a webpage for the technology group. And he built a webpage for the technology committee. The Technology Committee is working on evaluating a classroom management system for computer labs. Rick is looking at a new system to manage the wireless system. Discussion followed about allowing times with the current system to work out the kinks rather than switch to a new system when we just started using Blackboard connect. |
| District Computing Services | Project Status: <http://dets.sbccd.org/Departments/District_Computing_Services/Project_Information.aspx>Everett referenced the link above that gives the current status of all of the projects DCS is working on. The report is split into Network projects and Administrative Systems projects. The Administrative Systems projects status are updated every Friday and included the start to finish date and the current status. Everett reported that after working on the SSN taskforce last year, it was decided that there was a need for an Information Security plan rather than just concentrating on social security numbers. We are in the process of developing a website that has the base legal documents that apply to the confidentiality requirements. Everett reported that there have been some staffing changes in DCS. They are working with HR and CSEA to get the vacant positions filled. Everett discussed Blackboard connect and issues we are experiencing regarding emergency notification. The district is looking at another partner that is the preferred partner with Datatel. Discussion  |
| Update on Major Projects:-District Infrastructure Upgrade-Computer Rotation-Datatel:WebAdvisorPortalServerBPA-Blackboard Learn >Transition to Hosting ServicesPrint ShopsWikis (ZSL)-Student e-mail Resource 25-Help Desk-Staffing-Reporting |  As part of the upgrade Everett reported that we have replaced nearly all of our servers with a virtual environment. We have also added some appliances such as a DNS server at the campuses. We have an appliance called a Kbox that inventories our network and allows us to make images of software or software updates and push out to other computers. A tremendous amount of work has been done on the phone system and we are still the process of installing and configuring emergency response but we will have that in place shortly. The SAN has been replaced at all three sites and that allows for additional back-up ability. During the next year we will be working on replacing the switches and on the firewalls. Everett reported that we have funding to replace outdated computers over the next five years. Everett reported that we switched to Web Advisor from Campus Central for the summer registration. There are still some bugs to work out but registration was definitely smoother. Everett is working on contracts for the Datatel portal; this will supply real time data flow for the students. Everett reported that we just received new Datatel hardware to replace the current server with two servers. The main server will be located at Valley in the CSB building and the backup server will be located at Crafton. Everett reported that we will be participating in a BPA to identify duplications and problems with our current systems. Strata Information will assist in the BPA’s. There is a meeting scheduled for next week to identify what systems the BPA is conducted on.  Everett reported that we are transitioning to hosting service. In December we will be moving all of the processing to Blackboard. The transition will happen between semesters. Printing Services will be moving to an on-line ordering service. The transition will take place during the next nine months and Louis will be providing the necessary training on the database. Everett reported that we have contracted with a company called ZSL to set up a number of Wikis sites for us. Basically there will be a Wiki site for Crafton, one for Valley and one for the District. Underneath the wiki site, there will be sub-sites by department. There will be a document repository inside the Wiki, so we have a centralized location. Everett reported that we are still working on getting student e-mail off campus and moving it to Google. The current schedule calls for doing this over the Christmas break. Everett reported that we will have someone from College Net here this week on site training the users on the first step. The training will be completed in November with a go live shortly after that. Everett is scheduled to talk to a company called Perceptive as an alternative to the Help Desk we currently have. We are analyzing every option for Help Desk services including bringing it in house. See update above under DCSEverett reported that w purchased a product call CoreVu to replace ERIS; we are working closely with the campuses on the implementation. We purchased Informer last year; this will replace the ad- hoc reporting capability we have in Datatel. We are about ready to roll this out to the power users to see what changes they would like to see before it is rolled out to all users.  |
| Next Meeting | 03/02/12- room 104 at the PDC  |