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| **TESS Executive Committee**  Members in Attendance: Glen Kuck, Rick Hrdlicka, Craig Petinak, Janet Johnson, Jason Brady, Alisa Moore, Jeremy Sims, Everett Garnick, James Smith, Steve Sutorus, Rebeccah Warren-Marlatt | | **March 2, 2012**  **Minutes**  **1:00 p.m. –2:30 p.m.** |
| **TOPIC** | **DISCUSSION** | |
| Review of the Minutes | Approved by consensus | |
| Introductions | Members introduced themselves. | |
| Committee Charge | 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 Date  12/16/11 – Update/review progress/request direction on emerging issues  02/24/12 – Update/review progress/request direction on emerging issues  05/18/12 – Summarize progress towards goals and recraft focus for next year | |
| District Strategic Plan  Progress Update | Glen reported that the IT Strategic Plan (ITSP) has been submitted to District Assembly.  The ITSP was categorized into themes to facilitate understanding. Glen gave a brief overview of the themes and progress to date.  **Themes one- create a simple, secure, cohesive redundant environment.** The district had nine different systems that we enter data into. A Business Process Analysis took place to review what can be done to streamline District processes and move into one cohesive environment. While the move to full ERP may not be feasible at this time, there are some low lying fruit to start with. Discussion is ongoing with the Chancellor and Vice-Chancellor of Fiscal Services to see if we can afford to implement the HR and Fiscal portions of Datatel.  **Theme Two** – **develop and implement efficiencies through Project Management and methodologies –** A project is defined as a cost of over $5,000 and/or exceeding forty hours of work. Currently all technology areas do not have a consistent process where we can take on a project. Processes have not been documented and communicated, cost and time frames have not been identified and in some instances, the project has not been fully vetted with the colleges. Based on the Project Management Training that some of the TESS Managers participated in, a proposal is binging presented as a better way to manage projects and keep the colleges better informed.  **Theme three** – **develop and make readily accessible documented standards and procedures and training** – One of the major initiatives currently underway is the development of a District-wide Wiki. This iniative is being led by Jason Brady. The wiki would create a central instance where we can store all of our district’s documents, policies and procedures and make them searchable. The goal is to start meeting with the different departments in April.  **Theme four** – **communication**- We have implemented Tech-Talk. The TESS Managers meet every two weeks and then use Tech Talk to cover any major issues that are discussed. TESS also publishes a Catalog of Services, annually.    **Theme five**- **provide a financial base to keep pace with technology**- The infrastructure upgrade is still under way as is the computer rotation project. | |
| Committee Reports | Minutes are posted on District web-site: <http://www.sbccd.org/District_Faculty_,-a-,_Staff_Information-Forms/District_Committee_Minutes/DETS_Committees.aspx> | |
| **CHC Technology Services Report** | No update | |
| **SBVC Technology Services Report** | Rick gave an overview of the computer rotation program. As part of the rotation program, they were able to purchase some iPads and are now working funding and the process to purchase applications for the iPads.  Valley also purchased some servers for virtualization of desktops and the to expand the storage capability on SANS. Valley and Crafton are working together on backing up the data on both colleges SANS.  The business building was vacated over the Christmas break. It will be vacated for approximately eighteen months and they will be building back with all new technologies.  The new Gyms are being built and there are cables and wires that will need to be relocated. | |
| **Administrative Computing Report**  Datatel  Web Advisor  Resource 25  Student email  Image Now  Informer | Everett reported that DCS is in the process of moving from our current Datatel server to two new servers. The Development and test environment off of the production server. The final cut-over is scheduled for early April. This will allow us to reduce the amount of time at night that the system is off-line.  This has been, for the most part, fully implemented. DCS still has some staff and faculty data that they need to clean up. They will be working on that in the next couple of weeks.  DCS has moved forward but the users have identified some issues with the new system and asked to have the implementation date extended. The first real use of the system for room scheduling for academics is now spring 2013.  DCS is in the process of moving student email from our internal systems to Google. This will occur over spring break.  We will be upgrading to the newest version over spring break.  DCS has been working hard on getting this out and have gone through a series of training session with DCS employees and Research employees. The next step is to train more employees. | |
| **Technical Services Report**  Help Desk  Computer rotation  Infrastructure Upgrade  New building construction  10G | We are experiencing a day to day battle with help desk issues. If you are having problems getting a timely response from the help desk contact Jeremy. We did prepare a proposal to bring the Help Desk inside but this was not accepted by Chancellor’s Cabinet.  Jeremy reported that we had purchased 20% of the PC’s for replacement throughout the district. All the new computers for the District have been deployed. Crafton is 90% complete with their deployment of the new computers.  We currently have 50% of the infrastructure replaced. Ours SAN’s has been replaced, servers virtualized. We have reduced 70-100 physical pieces of equipment down to 10. We have replaced the batteries in the backup systems. Firewalls have been replaced and we continue to upgrade equipment.    The colleges want to add IP speakers to all new classrooms, in the breezeways, stairways for better notification of emergencies to students and staff. This is a new state requirement.  The Valley site will be receiving a 10G internet connection. We will be the first Community College District in the State to have a 10G | |
| Edustream | Glen reported that Edustream will be assisting Crafton by streaming their graduations ceremony this year. DVD will be made available for purchase.  Edustream has been offering on-line tutoring for two terms. This has been very well received by students. The archives are now available on any portable device. This spring we open the pilot to Oxnard and San Jacinto also. The plan is to open it to all colleges for a fee in the fall of 2012. | |
| Distance Education | Glen reported that we have two open positions. He is working with CSEA and Human Resources on modifications to the job description and hopes to get the positions posted shortly.  We have transitioned to the Blackboard hosting services. We had some early issues that have now been resolved. Our down time has been decreased substantially. | |
| Next Meeting | May 17, 2012 | |