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| **TESS Executive Committee**  | **September 7, 2012****Minutes****2:00 p.m. –4:00 p.m.** |
| **TOPIC** | **DISCUSSION** |
| Introductions | Glen Kuck, Andrew Chang, Jeremy Sims, Rebeccah Warren- Martlatt, Albert Maniaol, Cory Brady, Jason Brady, Rick Hrdlicka, Jeremiah Gilbert, Keith Wurtz, Tanya Rogers, Steve Sutorus, Meredith McLaren, Wayne Bogh, Janet Johnson, Haragewen Kinde, Craig Petinak, Mike Strong |
| Review of the Minutes | Motion to approve by Cory Brady; seconded by Rebeccah Warren-Martlatt with a minor correction. |
| Recap of Work Completed Last Year | Glen recapped the work the committee did last year. An independent company, Plan Net, conducted an evaluation of technical services District-wide. Several recommendations were made but one in particular was project management. The District lacked a process to prioritize projects. A survey was conducted of all California Community Colleges to see what criteria they used. Based on the findings, a Project Criteria list was developed. Project Prioritization Criteria (Attached) - Glen referred to the hand out regarding criteria for project priority. Project Prioritization Process (Attached) - Last May TESS reviewed the IT project prioritization process and the attached document reflects the proposed changes. Glen reviewed the new process with the TESS Executive committee. TESS managers reviews all requests and prioritizes them, TESS Executive Committee members then review the requests and agrees or disagrees with the prioritization. Once decided, the list goes to Chancellor's cabinet for final approval. Once approved, the list is published. **Glen asked the committee to review the process and any proposed changes will be discussed at the next meeting.** The one exception to the process is if a project is state mandated, that project will take priority. Glen reviewed change on page 3 of plan, breaking the DCS Administrative group into teams. Glen requested that the committee email comments or changes to him and at next meeting we mill move for adoption of the process.  |
| Committee Charge | Glen reviewed the TESS Executive Committee charge. Glen recommended that the changes in red below be added to the committee charge. There was a motion to add to the charge by Jeremy Sims, seconded by Rebeccah Warren-MartlattCurrent 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;Recommended Changes:* ADD:
	+ Develop, monitor, and update the District IT Prioritization Process;
	+ Review, prioritize and monitor District-wide IT projects.
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| Schedule | It appeared that attendance has tapered off. Based on a recommendation by Rebeccah, the number of meetings has been reduced to four per year and will involve action items rather than just being informative. 09/07/12 – Review Committee Charge/Review Progress to Date/Discuss Prioritization Criteria11/09/12 – Update/Review Progress/Request Direction on Emerging Issues/Prioritize Projects01/25/13 – Update/Review Progress/Start work on 2013-2016 IT Strategic Plan/Prioritize Projects05/03/13 – Summarize Progress Towards Goals and Recraft Focus for Next Year/Prioritize  Projects/ Evaluate Committee |
| Project Prioritization | Glen reviewed each of the projects submitted for this cycle and the priority recommended by teht TESS Managers. A motion was made by Jeremiah Gilbert to accept the prioritization list as submitted, motion was seconded by Rick Hrdlicka. Haragewen thanked the TESS managers for developing and explaining this process.Recommended Prioritization of Projects:1. Prerequisite Drops
2. XWOB modification
3. Calculation of Faculty Load
4. Colleague UI Software Install
5. ImageNow for Fiscal Services

If a project is underway but not completed during the 12 week process, the project will not be re-prioritized but if a project has not been started during the 12 week period, it will get reprioritized when new projects are submitted.  |
| District Strategic PlanProgress Update | Recommendation to extend District IT Strategic Plan to 2014- Glen presented the update, divided by themes, of what are we trying to accomplish. He asked the committee between now and next meeting, if they would review and if acceptable will use this template. The Plan is scheduled to be completed by June 30, 2013; however, the District Strategic Plan encompasses the plans from both of the college as outlined on their Technology Plans. Both colleges are currently working on their plans, so Glen recommends we extend finalization of the District plan to June 2014. A motion to extend through 2014 was made by Jason Brady and seconded by Albert Maniaol |
| Committee Reports | Minutes are posted on District web-site: [http://www.sbccd.org/District\_Faculty\_,-a-,\_Staff\_Information-Forms/District\_Committee\_Minutes/TESS\_Committees.aspx](http://www.sbccd.org/District_Faculty_%2C-a-%2C_Staff_Information-Forms/District_Committee_Minutes/TESS_Committees.aspx)   |
| CHC Technology Services Report | Wayne reported the District has scheduled two years of network upgrade. The first year was more focused on the CSB and Valley because Crafton had other means to take care of their computer requirements. But this year Crafton will flush out and hopefully upgrade all feeds out to the desktop. They are working on feeds that are eight years old. The District supported computer replacement cycle, this year. CHC is looking at the labs, a virtualized desktop at each station rather than desktops at each station. Management can be handled at a data center rather than at the lab. Getting pricing to see if it falls within their technology plan. CHC Tech Services will convert two labs this year to do a test. No savings in the initial pricing, but huge savings in the management side of it. Wayne also reported that they are anticipating finalizing the long overdue tech plan at next Thursdays meeting. In past the library has assumed the responsibility for their pay to print, tech center took over and the responsibility to maintain the system.  |
| SBVC Technology Services Report | Rick reported that Crafton is farther along on VDI then Valley. Valley has invested in some VDI’s but the staff is just training on deployment. Also the network at Valley is not as up to speed as the network at Crafton. Once the speed has been increased, Valley will move forward with deployment.On the computer rotation, Valley already has their order in for this fiscal year. PO was created yesterday. Out of rotation funds, Valley plans on upgrading the wireless.Valley installed a print management system in library but it is not functioning to their satisfaction, looking to move to same software as Crafton.The tech committee is evaluating the tech plan and will be writing a new plan and working on strategic master plan |
| Administrative Computing Report  | Cory reported that the main focus has been on restructure of project prioritization |
| Technical Services Report  | Jeremy reported that the big accomplishment last year was the complete replacement of the Datatel server. Savings was recognized with the new server. The prior systemt took two days to perform updates that are now done in a few hours. Other reports that took 6 hours now takes two. DCS stressed the system to see where the bottlenecks are. The goal is to have 2,000 users at one time without bottleneck. They are currently able to do 1,700 and just starting to break. Test and production servers are now separated, so tests can be without interrupting production. Jeremy reported on the Upgrade to the infrastructure: Compellent SAN- DCS is in the final step of replicating volumes from site to site.Fortigate Firewalls: DCS is transitioning everyone off of the current SBVC VPN to a new Fortigate client VPN’sSwitch Replacement: DCS is currently in the process of gathering data for a District wide switch replacement. This included 10g connections between buildings and IDFS. They will also be replacing UPS in the IDFS.Voice Gateways for analog and PRI circuits will be purchased and on a maintenance contract. 10G internet for SBVC will be installed at the end of this month, the cut over has yet to be determined.Jeremy reported that we are currently in the second year of the PC replacement. The District will be replacing 20 PC’s, Valley 323 and Crafton 229.Jeremy reported contracting with a company to perform vulnerability assessments. The company acted as hackers and tried to get into the district network. They provided a report of our weakness. Jeremy said he was pleasantly surprised that the district did not have a lot of areas to concentrate on, however, Tech Services will be deploying more security procedures. Security will be a major focus next year.   |
| Edustream | Andy reported that the budget cuts came to fruition. He feels that the cut they got is a fair cut based on over all budgets. EduStream’s sister programs also got cut proportionately. One concern he has is when it comes time to replace our hardware we do to have funds to refresh the infrastructure. He said the current budget doesn't look like rainbows and leprechauns and he is reviewing hard look at some of the fixed costs to review the cost to benefits ratio. EduStream has three main goals this year. 1. develop a marketing and business plan to ensure long-term viability. The main goal to maintain self-sustainability in case there is a loss of funding at the end of the grant cycle which is 2013.
2. establish a board of advisors, picking from people who are in like industry to give insight on how EduStream can be more completive in order to market their services outside of the California Community colleges for some revenue.
3. Expand on-line tutoring. Getting closer to launch on a statewide basis.

Andy stated they are upgrading EduStream on a functionally basis and just finished phase one that increased manageability for the end users. EduStream has developed an API, linked to other systems and they are also working with the College of the Canyons to allow instructors to go out for captioning on their videos at no cost.  |
| Distance Education  | Glen reported that DE is still down two positions of Instructional Support Specialists. Tre and Brock are working as substitute employees and doing a great job but there is a need to get the positions filled. Minor issues are being dealth with, including problems with instructors courses being too large (25gigs+). DE is looking to have instructors uploand their content in EduStream and simply link to it from their Blackboard Shells.SBCCD’s online environment is now being hosted by Blackboard. The system is functioning very well with practically no downtime and no user complaints. Blackboard will be offering mobile access. This allows students to access Blackboard services from a mobile device. Historically, if a student was on the Sprint network, access to Blackboard mobile was free, if with any other carrier, the district costs were prohibitive. Under the new pricing model, the cost to students and instructors is 1.99 for one year and $5.99 for lifetime. There is no cost to the district. The deployment of Blackboard mobile is hold until new staff are brought on board to support the product.  |
| Future Meeting | November 9, 2012, January 25th, May 3rd  |