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| **TESS Executive Committee** | | **May 3, 2013**  **Minutes**  **2:00 p.m. –4:00 p.m.** |
| **TOPIC** | **DISCUSSION** | |
| Introductions | Jeremy Sims, Rick Hrdlicka, Jason Brady, Cory Brady, Mike Strong, Joe Cabrales , Craig Petinak, James Smith, Kirstin Colvey | |
| Review of the Minutes | Approved by consensus with some minor corrections on SBVC report | |
| Committee Charge | Develop, monitor, and update the Technology Strategic Plan and District IT Prioritization Process, ensuring alignment between the District-wide use of technology and the Board of Trustee’s imperatives; Review, prioritize and monitor District-wide IT projects. | |
| Schedule | This is the last meeting of the year. Schedule beginning fall of 2013 TBD  09/07/12 – Review Committee Charge/Review Progress to Date/Discuss Prioritization Criteria  11/09/12 – Update/Review Progress/Request Direction on Emerging Issues/Prioritize Projects  01/25/13 – Update/Review Progress/Request Direction on Emerging Issues/Prioritize Projects  05/03/13 – Summarize Progress Towards Goals and Recraft Focus for Next Year/Prioritize  Projects/ Evaluate Committee | |
| Project Prioritization | Project Prioritization; Cory reviewed the last cycle, two projects are currently in process and eight are in queue for prioritization, no projects have been completed. Cory gave a brief overview of the of the Faculty Load project, it has now been moved to the user implementation stage, soon to be completed.  The ETC OnLine Registration for fee based courses. project is now on hold pending review by vendor. In order to meet the college’s needs it would be better if the hard date was moved to April 1, 2014, unfortunately due to staff shortages, the dates cannot be moved up.  The committee reviewed the three new requests, Degree Audit, Vocational Ed Survey change Request and Implement Scholarships through Datatel. There was lengthy discussion on the importance of Degree Audit. The remaining the outstanding eleven projects and rated them according to the new prioritization. Item number seven, Communication Management, is state mandated, item number 6, Open CCC Apply is now moved to number four., Vocation Survey is moved item two and Degree Audit is moved to item three 4 become 5, five become 6 and 6 becomes 7, the remaining projects retain the same rating.    The committee discussed Schedule 25 and how to get it activated with the results from the BPA. Cory will schedule a meeting in early June for further discussion. On the information received from the BPA. | |
| District Strategic Plan  Progress Update | Jeremy reported on the District Strategic Plan, not much has changed since last review.  Theme 1, current progress to date, we looked into utilizing Datatel HR and fiscal services and identified there were internal cleanups we needed to complete before we could implement any ERP system . The District completed a BPA and one of the issues that came out of the BPA was Fiscal services wanted to use Image Now in order to go paperless. The ImageNow request is being put on hold because the District is now looking at WorkDay system. WorkDay will hopefully tackle the paperless project as well as the modules for HR and Fiscal.  Theme 2, we have made it through three full cycles of Project Review. As discussed in the Project Prioritization, there is lack of resources and not enough staff to complete all project requests.  Theme 5, we have just ended the 2nd year of the Computer rotation Infrastructure upgrade project. On the infrastructure side, Valley College became the first Community College to have a 10gb internet connection. The last phase of the infrastructure upgrade we are redoing the entire Network to be 10gb capable which should increase the speed. On the rotation side, the goal is to replace computers every five years. | |
| 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>  Web Services- Jason reported the committee is focusing on current web projects. The committee is working on a Program Review update for Crafton, a place to collect outcomes. Kristie is working on a Community Calendar for Crafton where students and faculty can select what committee they want to be on. The main topic the committee discussed is setting plans for the future, responsible updates for website, updating software, and what software gives headaches. The committee would like to send out more surveys to see how the Website is working, what are problems and issues that students might encounter with the website and what would they like to see on the website. Also a survey how students use email and why they don't use email. The committee discussed goals they are lacking that are in line with the District Strategic plan.  Technical Services- Jeremy reported that the committee had poor attendance, there was no student or faculty representation, the committee was just an extension of Tess Managers. The big item the committee worked on was the communication plan, what triggers communication from the Tess areas, gives a timeline on new initiatives and projects that need to be communicated in specific ways and within a certain timeframe. The committee will make recommendations to the TESS Managers and once approved by the TESS Managers the changes will be implemented. Next year the focus will be on documentation standards for networks purposes.  Administration Applications/DAWG been on hiatus. Cory reported the committee’s primary focus is on registration for fall of 2013 in order to meet the mandate at the student services level. The committee is also addressing the student planning | |
| CHC Technology Services Report | Jeremy reported for Wayne that Crafton is approximately 50/50 when it comes to Cisco versus Extreme Switches so a part of the Infrastructure upgrade was replacement all switching and routing. The rotation purchases and installs are done for this year. Crafton is also working on a VDI solution with an end goal is to give students the capability to log into their desktop no matter where they are.  There is some refurbishments and demolition of building that will require movement of computers. Wayne’s group will be working on this during the summer. | |
| SBVC Technology Services Report | Rick reported that there is a new Board policy that will be coming out around energy and energy saving. This policy will required that all computers and lights are turned off at night. The District will have to implement some policies to have computers go to sleep. Discussion followed on how this will be implemented and additional information that is needed. Jeremy will try to get some additional information at the next District Assembly meeting.  Valley had a vendor come and talk to IT and Student Government on campus about a product that tracks student involvement on the student services side. The student can register for an event online, get tickets and then receive a survey regarding the event. The system is called Work Sync.com.  Valley is very interested in Blackboard Mobile. There is a one time set up cost and on-going costs. Glen was going to take to Chancellor's cabinet.  Valley is starting to get rolled into switch replacement, staff is trained and ready to go. They are waiting for summer to start.  The Business building move in is coming up fast. The building has six computer labs to set up and nine switches. Rick has hired student works to assist his this summer.  Wi-Fi replacement is all up and configured, deploying some access points.  Rick’s department will be moving into the portables.  Valley Technology Plan was almost done, built goals and strategies but now need to build objectives. The plan will be finished in the fall. | |
| Administrative Computing Report | Cory reported that Administrative Services had run into an issue with Web Advisor with the login. Administrative Services identified a work around and Cory has been working with Datatel for the last five months to identify the problem. Datatel has finally identified the problem and Administrative Services will be taking out the work around and go live with the solution.  Administrative Services has been trying to hire for several open positions. In light of the staffing shortage, Administrative Services is, dealing with operational aspects. keeping the campus running, making help-desk more functional and addressing patches for UI  Administrative Services is also working on the definition and reporting on Online classes. | |
| Technical Services Report | Jeremy reported that DCS lost an employee last December, the position is still open and Jeremy is working with HR on the opening. Mike Strong recommended that Jeremy talk to Chancellor’s Cabinet regarding the high priority of the open positions in Districted Computing Services.  The majority of the projects for the last two going on three years has been the infrastructure upgrade project which will hopefully be completed next Fiscal year. Jeremy provided a recap of what has been completed.  DCS will be working on upgrading the email system. We are currently on an Exchange Server 2003. The nice part of the upgrade is once we are past the initial implementation; there is no cost to use. The new system is called Office 365.  The Annex still hopes to move to a building in Redlands. The plans are finished and we are working with Business Services to finalize an acceptable lease.  Help desk- next fiscal year renewal, has some ability for students to input information into phone that would expedite service once they get to a technician | |
| Edustream | No update | |
| Distance Education | Trelisa Glazatov started April 29, 2013. There is still an Instructional Support Specialist position open. | |
| Future Meeting | TBD | |