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| **TESS Executive Committee** | | **September 13, 2013**  **Minutes**  **9:00 a.m. – 11:00a.m.** |
| **TOPIC** | **DISCUSSION** | |
| Introductions | Cory Brady, Jeremiah Gilbert, Wayne Bogh, Rick Hrdlicka, Craig Petinak, Jeremy Sims, Jason Brady, Joe Cabrales, Ashley Lutch, Jose Torres, Mike Strong, Pierre Galvez, Haragewen Kinde, Meridyth McLaren, James Smith, Glen Kuck | |
| Review of the Minutes | Minutes are posted on District web-site: <http://www.sbccd.org/District_Faculty_,-a-,_Staff_Information-Forms/District_Committee_Minutes/TESS_Committees.aspx>  Motion to approve by Rick Hrdlicka, seconded by Pierre Galvez | |
| Written Reports | Rather than a verbal report, the TESS Department and sub-committees provided written reports for review by the TESS Executives committee. The reports were forwarded to committee members prior to the meeting | |
| 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.  Glen reviewed the above charge and the TESS Executive committee adopted the charge. | |
| Project Prioritization | Cory provided and overview of the projects as a whole and the State Mandated Projects. The Sallie Mae project was removed, the project has been cancelled. The CCC Apply project has been moved to the State Mandated list. SARS was moved to the vendor listing.  The committee discussed the remaining projects:  Colleague UI – Decision: Explore having vendor complete project.  Cory made recommendations to prioritize, Degree Audit, then Scholarships checks and then XPRR. The committee concurred.  Blackbaud – Expected to fall under the 40 hour or $ 5,000 to qualify as a “Special Project.” Will most likely be upgraded by vendor and fall under operations. Update will be given at next meeting. | |
| Tentative Schedule | 09/09/13 – Review Committee Charge; Prioritize Projects; Strategic Planning – Strength/Weaknesses/Challenges/Vision/Mission/Principles  01/24/14 – Prioritize Projects; Review, Consolidate, Revise goals and objectives  05/09/14 – Prioritize Projects; Review/Final Sign-Off on DTSP | |
| District Strategic Plan Development Process | To rewrite or not to rewrite? That is the question!  Glen recommended that the TESS Executive Committee focus on Strengths, Weaknesses and Challenges, as rest of the plan did not have much changes of substance. The TESS Executive Committee agreed. The process moving forward would be to spend the rest of the current meeting revising strengths, weaknesse and challenges and then send to sub-committees to recommend goals. At the next TESS Executive Committee meeting, the committee will consolidate goals and work on “measures of progress.” | |
| District Strategic Plan  Progress Update | The Tess Executive committee identified the following Strengths, weakness and challenges. | |
| Strengths | 10gb  All students with email access- gmail and other related services  District wide tech reorganization in better position  Good rotation /obsolesce plan  Great it support  Statewide projects/presence: ATPC, Edustream - benefit to campus  Get free/discounted services and applications  Robust infrastructure  EIS but some outdate technology- updated data (Informer)  Leverage statewide central tech services  Access to technologies (labs, wireless, classes)  Improving reliability  Project prioritization process  Carrying forward grants Title V, STEM | |
| Weaknesses | EIS and digital tech  Need for more training - orientation and on going  Job descriptions need to be inline and updated  Antiquated process/lack of paperless process  Silo environment in core business  Low salaries  Inadequate staffing to implement and support tech  Don't market what technologies we have and the value thereof  Lacking policies and procedures  Techology to cross digital divide | |
| Challenges | Funding/technologies-keeping pace with demand  Support for the increase in technologies  Keeping technical talent commensurate with technologies  Keeping salaries competative  Recruitment and retainment of staff  Fiscal recovery  Mobile apps for staff and students  Marketing  Linking with professional development (need to target staff and faculty)  Acceptable types of collaborative tools  Maintain current policies and procedures with current and emerging  Aligning tech to cross digital divide (e.g. registering)  Maintaining effective communication | |
| Miscellaneous | Glen gave an overview of the two state grants the District may apply for   * CCC Online Education Initiative Grant - Meant to take online education to the next level in the state of California. The SBCCD District will partner with perhaps Pasadena City College and Shasta College in order to pursue this grant. Edustream will fall under the grant. * CCC Common Assessment Initiative Grant- Meant to ensure common assessment is applied throughout the California community College system. The SBCCD is undecided if we will apply for this grant. * Anticipated Move from Annex to Redlands Business Complex- Glen reported that the board has approved the Annex move to Redlands. Legal is resolving one last line on the proposed lease and then we can move forward. The plan is for the District to be there five years and then hopefully build a building at the District office. | |
| Future Meeting | TBD | |