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| **TESS Executive Committee** | | **February 28, 2014**  **Minutes**  **1:00 p.m. – 3:00p.m.** |
| **TOPIC** | **DISCUSSION** | |
| Introductions | Glen Kuck, Jeremy Sims, Cory Brady, Chris Tamayo, Alan Braggins, Alge Au, Rick Hrdlicka, Jason Brady, Donna Hoffman, Steve Sutorus, Rebeccah Warren-Marlatt, James Smith | |
| Review of the Minutes | Motion to approve by Rick Hrdlicka, seconded by Jeremy Sims  Minutes are posted on District web-site: <http://www.sbccd.org/District_Faculty_,-a-,_Staff_Information-Forms/District_Committee_Minutes/TESS_Committees.aspx> | |
| Written Reports | Glen explained the purpose of the written reports and asked the members if there were any questions concerning the reports for the committee chairs. If after further review, any members of the TESS Executive committee have questions concerning the reports, they can contact the applicable Committee chair direct.    CHC IT Committee  SBVC IT Committee  DAWG  Technical Infrastructure Committee  Web Standards Committee | |
| Committee Charge | Glen reviewed the charge with the committee members in attendance: 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. | |
| Project Prioritization | See handout’s    Cory reported that there have been two new project requests, one from Crafton for the Aquatic program and one from Valley Financial Aid to do auto packing. The Auto packing project was reclassified as a vendor project.  Cory reviewed the status of all of the projects. There was a motion to have the Administrative Applications team continue to work on what they are currently working on and have the Project Prioritization list re-evaluated at the May meeting.  Donna Hoffman and Rebeccah Warren-Marlatt discussed the District’s need for a Mobile application and the services such an application could. Chris Tamayo, district Police, mentioned that such an application would benefit the Police Department as well. Blackboard and Ellucian currently offer this product and Donna mentioned there was a third company called My Mobile. Colleen Leon scheduled Web demonstrations with all three groups and Glen Kuck provided the recorded demonstrations for individuals that were not able to participate in the demos. Glen asked for feedback on the application via the link Mobile App Review Survey form. Glen asked for all feedback by Wednesday May 7, 2014. Feedback will be discussed at the TESS Executive meeting on May 9, 2014. | |
| Tentative Schedule | 09/13/13 – Review Committee Charge; Prioritize Projects; Strategic Planning – Strength/Weaknesses/Challenges/Vision/Mission/Principles  02/28/14 – Prioritize Projects; Review/ Revise goals and objectives  05/09/14 – Prioritize Projects; Review/Final Sign-Off on DTSP | |
| District Strategic Plan:  Consolidation of Goals  Measures of Progress | At the last meeting the committee identified the strengths and weakness of the plan and this information was sent to the sub-committees. Glen categorized the list and the TESS Managers combined the information into nine goals. There was discussion regarding the revisions and consolidation of goals, Glen summarized all of the feedback provided and sent out the Committee’s recommendations.  See attached | |
| Ellucian Action Plan | Ellucian worked with the District and students to determine how the district and students utilize our Student Information systems. Ellucian identified some items the district should work on. The report provided is attached for informational purposes. If the committee members identify any items that do not capture the goal, Glen asks to be notified via an email with this information. | |
| Statewide Grants | * CCC Online Education Initiative Grant- Our district was not awarded this grant; it was awarded to Foothill DE Anza and Butte. * CCC Common Assessment Initiative Grant- This grant was awarded to Butte Community College | |
| EduStream | EduStream will be going away effective June 30, 2014. The Edustream services will be transitioning out and Glen and Andy are still discussing regarding how streaming will be handled. The infrastructure will still be in place. | |
| Miscellaneous | * Annex Move- Glen reported that the annex will be moving from their current location in San Bernardino to a new building located in Redlands. The move will take place the last weekend of March, first weekend of April. There will be a training room located in the new building, | |
| Future Meeting | May 9, 2014 | |