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| **TESS Executive Committee**  | **May 9, 2014****Minutes****9:00 a.m. – 11:00a.m.** |
| **TOPIC** | **DISCUSSION** |
| Introductions | Glen Kuck, Keith wurtz, Alan Braggins, Jeremy Sims, Cory Brady, Andy Chang, Donna Hoffman, Rebeccah Warren-Marlatt. Joe Cabrales, Jason Brady, Pierre Galvez |
| Review of the Minutes | Motion to approve by Jeremy Sims, seconded by Alan BragginsMinutes 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) |
| 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. |
| Tentative Schedule | 09/13/13 – Review Committee Charge; Prioritize Projects; Strategic Planning – Strength/Weaknesses/Challenges/Vision/Mission/Principles02/28/14 – Prioritize Projects; Review/ Revise goals and objectives05/09/14 – Prioritize Projects; Review/Final Sign-Off on DTSP  |
| District Strategic Plan | Glen emailed out the latest version of the plan and thanked the committee members for their feedback. Glen requested the committee vote to accept the final version of the plan. Motion to accept by Rebeccah Warren-Marlatt, seconded by Keith Wurtz, All members of the committee were in favor, no opposed. Glen will distribute the plan District wide this afternoon.  |
| Project Prioritization | Cory reported the status of the Projects. There were no new projects submitted and one project completed. There are a total of five projects to be done by August. Rebeccah mentioned that there was a state Pilot, a Statewide education planning tool, the purpose would be to develop a tool that works for all California Community Colleges and allows students to import their education plans from Institution to Institution if they transfer within the community Colleges. Crafton threw their hat in the ring the other day. A decision is made sometime in the fall. So Crafton will wait to see what happens. Crafton is reaching out to their counterparts at Valley College to see if they want to participate. Rebeccah will sent the link to the application to Glen. Discussion followed regarding the pros and cons of the State Pilot.  |
| Blackboard Mobile | Glen sent out and email to the committee regarding the Mobile Application presentation by Blackboard Mobil, My Campus and Ellucian. Each company presented two demonstrations and one of the demos was recorded. A link for the recording was sent to all employees and students who participated in the demos. Glen discussed the general feedback, the cost involved and the possible funding portion. There was discussion by the committee on which subcommittee would oversee the implementation and monitoring. Glen made the recommendation that once funding was in place for Chancellor’s Cabinet, an Ad Hoc committee make the decision on which sub-c0mmittee takes on the responsibility. The Ad Hoc committee consists of Glen Kuck, Donna Hoffman, Jason Brady, Joe Cabrales, Rick Hrdlicka, Ricky Shabazz and Cory Brady. After discussion by the committee, Donna Hoffman made a motion that Glen go to Chancellor’s Cabinet with the recommendation to purchase the Ellucian Mobil product. Keith Wurtz seconded the motion. All members of the committee were in favor, no opposed.  |
| BYOD Discussion with AALRR | Glen gave a recap of the presentation provided by AALRR and will forward a copy of the presentation to the committee members. The presentation coverage all aspects, privacy, email retention, security etc. AALRR is currently going through the District’s policies to see what changes the District may need to make. One of the main issues that was brought up was employees accessing email after hours and the District’s obligation to then pay them for that time. Glen will bring back the recommendations AALRR makes for review. The matter will be discussed at the next TESS Managers meeting.  |
| Miscellaneous | Glen provided an overview of the Watchdog product and the benefits of Watchdog versus Drop box. Glen passed out the survey that all committees are doing at the end of the year. He requested all committee members complete the survey and return it to Colleen.  |
| Future Meeting | TBD |