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| **TESS Executive Committee** | | **September 19, 2014**  **Minutes**  **10:30 a.m. – 12:00p.m.** |
| **TOPIC** | **DISCUSSION** | |
| Introductions | Glen Kuck, Andrew Chang, Jeremy Sims, Cory Brady, Catherine Hendrickson, Alan Braggins, Rick Hrdlicka, Wayne Bogh, Jonathan Flaa, Jeremiah Gilbert , Jason Brady | |
| 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 Alan Braggins* | |
| 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 charge and requested a motion to accept the charge.   * *Motion to approve by* Jeremy Sims , seconded by Andy Chang | |
| Tentative Schedule | 09/19/14 – Review Committee Charge; Prioritize Projects; Review Committee Work/Progress, Review DTSP Progress; General Business  01/30/15 – Review Committee Charge; Prioritize Projects; Review Committee Work/Progress, Review DTSP Progress; General Business  05/08/15 – Review Committee Charge; Prioritize Projects; Review Committee Work/Progress, Review DTSP Progress; General Business Complete Annual Survey | |
| Review of Committee Evaluation | The committee reviewed and discussed the responses to the survey that was distributed at the end of last year. | |
| Written Reports | See handout    The reports were sent out along with all other committee documents a week before the TESS Executive meeting. The reports provide a snapshot of where the committee is since the last meeting and where the committee is now. If you have any questions on the information contained in the report, feel free to contact the individual listed on the end of the applicable report. | |
| Project Prioritization | See handout    Andy gave an overview of the projects. Two new requests were received and there were three requests that had not been completed for a total of five requests. The TESS Managers reviewed the five tasks and re-prioritized them. Andy went over the re-prioritization. Wayne Bogh motioned to accept the re-prioritized projects, Rick Hrdlicka seconded the motion and the committee agreed. | |
| Revised “BYOD” and “Record Retention and Destruction” Policy/Administrative Procedures | Glen gave a brief overview of BYOD and the need for a policy regarding it. The new policy will be added to the current Computer Use policy. The Tess Technology Committee had some concerns with some of the verbiage in the policy. The committee felt that it appears that we are authorizing individuals to utilize their own device rather than the District’s. The Tess Technology committee feels the wording needs to be a little stronger. The TESS Technology Committee also feels there should be a statement that staff needs to use their assigned computer. The District may need Security Access controls to make network more secure. Jeremy will send the recommended statements from TESS Technology to Glen for review. Discussion followed concerning other concerns and Glen recommended that we take the issue back to TESS Managers to discuss.  Glen tabled further discussion regarding the BYOD policy and any discussion regarding the Destruction and Retention policy. | |
| District Technology Strategic Plan | Glen provided a general update, over the summer the TESS Managers went line by line on items the committee needs to work on. These items will be added to the agenda and discussed regularly. Glen also met with Trelisa and Rhiannon, the DE, forks because the plan involves items regarding Professional Development. Right now the committees are still in capture data and planning. | |
| Ellucian Mobile | Glen gave overview of the initial request for the Mobile device. There were presentations by three different companies and Ellucian Mobile was selected. The district is in the process of deploying but there have been several issues. Still at a stage where the application has bugs. As TESS goes forward we are finding more critical issues. One major issue is Ellucian is programed for a single college, not a multi college district. There needs to be some additional research, the project is still in a fact finding mode. Tess is not at a point to abandon the project but definitely at a notice to perform status. One major challenge is getting resources committed. Tess needs to re-evaluate Blackboard mobile, Dob labs. Chaffey is utilizing Ellucian Mobil. There was a recommendation made to give Ellucian a timeline and see if they can fix the issues Andy reviewing the contract to see if we have an out. | |
| Miscellaneous | * TESS Overview- provides how we are structured, updating this year. Came about at the request of the colleges not understanding our structure. All Committee, whose are, what they do. Glen will send out and asks that it be updated. * Catalog of Services-update annually, on the Wiki and website.   http://tess.sbccd.org/~/media/Files/SBCCD/TESS/Catalogs/TESS%20Catalog%20%207-9-14.pdf   * Jeremy reported that there is a goal in the District Strategic Plan that speaks to providing more self-help. IntelliResponse provides a wiki self-help that integrates into our websites. The company provided a review of what they do for higher education. It is patent technology that acts as a connection between out institution and students. Students can ask questions and it will bring up some additional frequently asked questions. Their goal is to be able to answer the most frequently asked questions for students freeing college personal to answer more difficulty questions. A channel where students can ask questions 24/7 without any human interaction. Glen asked about their fee. The fee is not based on usage. There is an implementation fee. Pricing is package on size of institution with an anticipated 3-5 year growth. IntelliResponse will check on pricing and information and bring back to the group. Discussion regarding the product concerns, cost savings. Jeremy will send an email out to the DE List serves to see if there are any other companies that offer the same type of assistance. | |
| Future Meeting | January 30, 2015 | |