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| **TESS Executive Committee** | | **May 8, 2015**  **Minutes**  **10:30 a.m. – 12:00p.m.** |
| **TOPIC** | **DISCUSSION** | |
| Introductions | Glen Kuck, Andy Chang, Jeremy Sims, Cory Brady, Jason Brady, Dianna Jones, Trelisa Glazatov, Joe Cabrales, Kirsten Colvey, Jonathan Flaa, Rick Hrdlicka, Catherine Hendrickson, Allan Braggins, Benjamin Mudgett, James Smith, Donna Hoffman, Robert McAtee, Wayne Bogh, Haragewen Kinde. | |
| 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 via email by Trelisa Glazatov, seconded by Rick Hrdlicka | |
| 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 | 05/08/14 – Review Committee Charge; Prioritize Projects; Review Committee Work/Progress, Review DTSP Progress; General Business Complete Annual Survey | |
| Written Reports | See attached. Reports were sent out via email in advance, Glen asked if there were any questions on any of the reports.  Donna Hoffman had some concerns about access on the mobile applications, discussion followed concerning google maps accurracy on iPhones. Construction on the campuses was also causing the maps to be outdated. It was agreed that this topic would be agendized on TESS managers agenda to document the process and frequency of updating maps. | |
| District Technology  Strategic Plan | Glen updated that while much progress has been made on the plan, such as the implementation of Mobile Apps, increased training, and work on an ERP, he was not prepared to provide a formal update as much of the recent work has been focused on accreditation. Updates will be documented and formalized this summer. | |
| Project Discussion and Prioritization | Glen reiterated the process followed for new Projects submitted. One problem that has surfaced is the response from one college to another in regards to a project requested by one college. Glen feels this issue needs to be discussed and a process implemented.  Andy reviewed the current projects and the status and raking of each as determined by TESS Managers. First page is internal projects, projects that can be completed by Administrative Applications staff, second page is projects that need to be completed by outside vendors.  Discussion opened regarding the prioritization of the internal projects :  Discussion followed regarding item 4, Automation of Pre-requisite and Co-Requisite drops. Crafton currently prepares the items manually which allows for a multitude of errors. Haragewen spoke for Valley and the issues Valley is experiencing.  Donna gave an overview of item 2, CHC Recreational fee, students who are not taking a class will be allowed to utilized the gym and the pool but currently there is no way to track the fees. It was voted on and approved by the student body. There is a deadline to have implemented by fall registration.  Glen provided an overview of item number 3 Informer dashboard and how it will help with Program Review, goal setting, accreditation and prioritization.  After discussion, the committee voted to prioritize as follows:   1. Grey Screen 2. Automation of Pre-requisite and Co-Requisite drops. 3. CHC Recreational fee for pool 4. Informer dashboard   Vendor projects:  Joe gave and overview of item 2- EPTDAS. Because it is a pilot project we have a very small window of time to participate. Ben Mudgett explained Is education/degree audit software. Sponsored by state chancellor’s office. Getting everyone live by December 30th of 2015. The State chancellor’s office agreed to bring Valley on along with Crafton on the pilot. Funding will be provided by the state chancellor’s office under the grant. We are covered for five years. Discussion followed regarding requirements of the program. Andy’s concern is we currently do not have the support of Valley. Glen will agenize this on Chancellor’s cabinet to get Valley’s support.  Kristin Colvey discussed item 1 SARS anywhere, she will be willing to hold off on the project because of the program above.  Andy spoke to number three- Processing Scholarship Checks  via Colleague, IRS Guidelines require SBCCD to report scholarship and grant disbursements. Currently the process is to manually update student records in Datatel to include scholarship disbursements. Project will automate this data entry process as well as allow staff to review scholarship disbursement information from a  central source. Currently using an Excel document for calculations and record keeping.  After discussion the committee prioritized vendor projects as follows:   1. EPTDAS 2. 2, Processing Scholarship checks 3. SARS Anywhere- Andy proposed Sars is taken off projects list | |
| District ERP | Glen gave an overview of the accreditation issues and the steps to correct the issues identified. Glen reported that the district is currently going through an ERP with Strata in regards to payroll and HR.  Jose implement Questica, a budget tool to create and accurately track budget.  Working with Lisa Norman in regards to HR issues.  Goal is within a year we will transition to a new enterprise system and move away from County systems | |
| OU Campus | Jason gave an overview of the initial intent of maintaining the website and issues that has resulted. The Web Standards committee reviewed six different systems based on what other colleges utilize. The committee had a work group preview the three that the Web Committee narrowed down to. Jason reviewed all of the steps taken to decide on the OU Campus. Based on all of the reviews the Web committee recommends we replace Sitecore with OE Campus. The cost is $3,000 less per year for maintenance. The initial cost is approximately 87K per year to move over within 6 months migration. Much more user friendly interface than Sitecore.  Allan Braggins made a motion to move forward and James Smith seconded. Glen will move forward with Chancellor’s Cabinet. | |
| Miscellaneous | * Konica Minolta Contract- Jeremy gave an update. The current contract with Konica Minolta ends as of June 30th, we were hoping we could do a piggyback contract but Konica Minolta could not provide so we went out for a RFP. Initially 12 vendors gave proposals but AIS was the winner based on requirements, costa, services etc. Jeremy gave and overview of the new services AIS will provide. AIS will be new vendor effective 7/1/2015 and implementation of the new copiers will begin then but will obviously take some time. Substantial costs saving.      * Questica- Glen gave an overview, current budget preparation software that allows for much more accurate figures and tracking. * Mobile Update- see above concerning mobile. Tre and Andy doing presentation for Board of Trustees next week. Andy reported 11, 000 downloads at Valley, mostly on Android, and Crafton on Apple. Application is well received with some recommendations on how to improve. Donna mentioned that we need to also send Emergency notification. Mobil application, issues and recommendations need to be added to the DAWG committee.   Tre reported Mobile application for blackboard, free and now increase in users, 1,500 users,  averaging 2,000 logins per day  State chosen Canvas as the LMS for the Online Education Initiate-  District will need to review and discuss the implications. | |
| Future Meeting | September 18, 2015 | |