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| **TESS Executive Committee** | | **September 18, 2015**  **Minutes**  **10:30 a.m. – 12:00p.m.** |
| **TOPIC** | **DISCUSSION** | |
| Attendance | Andy Chang, Jeremy Sims, Dianna Jones, Wayne Bogh, Rebeccah Warren-Marlatt, Allen Braggs, Cory Brady, DyAnn Walter, James Smith, Rick Hrdlicka, Jason Brady, Trelisa Glazatov. Jonathan Flaa | |
| Annual Evaluation Review | See Attached- review at your leisure. | |
| 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 DyAnn Walter with minor revisions. | |
| 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.  Andy reviewed the Committee charge and asked the committee if anyone saw any reason to change or modify the charge as stated. All committee members were in favor of maintaining the same charge. | |
| Tentative Schedule | 09/18/15 – Review Committee Charge; Prioritize Projects; Review Committee Work/Progress, Review DTSP Progress; General Business  01/29/16 – Review Committee Charge; Prioritize Projects; Review Committee Work/Progress, Review DTSP Progress; General Business  05/06/16 – Review Committee Charge; Prioritize Projects; Review Committee Work/Progress, Review DTSP Progress; General Business Complete Annual Survey | |
| Written Reports | DyAnn Walter had a question pertaining to information on the Technology Services report, she questioned if anyone still uses the desktop printers, and she needed to know the answer in order to be prepared to respond to questions pertaining to printing certain documents. Wayne responded that they use them at Crafton. Jeremy stated that the District is in the process of eliminating the individual printers.  DyAnn also asked about utilizing the color printer located by the Print shop. Jeremy will send out the IP address for those who need to use a color printer. Jeremy requested DyAnn send him an email to remind him to send the IP address.  DyAnn questioned the 120 grey screen projects completed on the District Applications Workgroup Report. Andy explained the process. | |
| Project Discussion and Prioritization | Andy went over the current project list and gave a brief description of each. Discussion followed on the projects and the status. Rebeccah asked about Resource 25, It is considered a new project and prioritized on the Fall project cycle.  Discussion followed about prioritization:  Internal Projects: 1. Gray Screens  1(a.) Int. Student Data  2. Informer Dashboards  3. Scholarship checks  Vendor Projects:   1. EPTDAS/State Wide Initiative 2. Financial Aid project for Valley   There may be other projects in the work but they will be completed in time for spring registration so they are not listed on the report.  Discussion followed regarding the projects and their requirements. The prioritization remains as show above. | |
| District ERP | Andy reviewed the ERP project,  There have been two weeks of meetings. So far the group has reviewed Workday and Oracle. There will be one more next week, the vendor will be ADP. ADP will just cover payroll and Finance. There have been good reports on both companies that have presented so far. | |
| Ellucian Hosting Services | Andy gave a brief overview of the transfer of hosting and reported that we have had four conversations with Ellucian regarding taking over the hosting of the Colleague environment. Ellucian requires several items completed by the District before we can turn over the hosting. District has identified funds, gray screen and all related activities need to be completed so that the contract can be submitted and approved and project started before end of this fiscal years.  We will get a quote new week. The reason for moving the hosting is because we always have issues with our servicers at registration.  End users will see little difference. | |
| Miscellaneous | * Copier Deployment Update- Rick reported that almost all of the old copiers were picked up. All of the new copiers have been deployed. CHC and Valley are in the process of deploying a software, Paper Cut, to track users to see how many people are printing and report back to individual departments. All faculty and staff are using their employee ID which it is attached to their email. * OEI Initiative and Canvas- Tre reported that the state adopted Canvas as their OEI. In the summer the state indicated that they will cover the cost of the Canvas LMS through 2019 for the colleges that make the move to Canvas. Both Crafton and Valley have had demo from both Blackboard and Canvas. Tre indicated that it is college decision if the District remains with Blackboard or moves to Canvas, DE is on the fence. Valley is still under review, however, Crafton is looking to move to Canvas Tre indicated that both colleges have to agree. The District is still in a data finding mode. there is a lot of unknowns regarding features, cost, support, etc. Tre has been doing a feature by feature review and has created a website with the information for review. | |
| Future Meeting | January 29, 2016 | |