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| **TESS Executive Committee** | | **January 29, 2016**  **Minutes**  **10:30 a.m. – 12:00p.m.** |
| **TOPIC** | **DISCUSSION** | |
| Introductions | Glen Kuck, Jeremy Sims, Dianna Jones, Jason Brady, Rick Hrdlicka, Trelisa Glazatov, Andy Chang, DyAnn Walter, James Smith, Keith Wurtz, Anthony White, Jonathan Flaa, Donna Hoffmann | |
| 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 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. | |
| Tentative Schedule | 01/29/15 – Review Committee Charge; Prioritize Projects; Review Committee Work/Progress, Review DTSP Progress; General Business  05/06/15 – Review Committee Charge; Prioritize Projects; Review Committee Work/Progress, Review DTSP Progress; General Business Complete Annual Survey | |
| Written Reports | See handout - If there are questions concerning any of the information found in the reports, please feel free to contact the individual who prepared the report. | |
| District Technology Plan Update | Glen reviewed the District Technology Strategic Plan with the committee and shared what has been done to date. . Glen shared that this year most of the goals were met through major projects such as the ERP, the rolling out of Mobil Apps for Blackboard and Ellucian, and moving towards hosting environments. Next year, the TESS Executive Committee will begin the work of developing a new strategic plan. | |
| Project Discussion and Prioritization | Andy reported on the current projects.. In the previous cycle, Admin App was diverted to work other projects but are back working on Grey screens.  The Co-requisite project is approximately one month away from completion.  With regard to vendor projects, the team is working with the state on the Educational Planning Initiative and are still waiting for the State to provide a quote from SIG for a third party to assist on the project. There have been ongoing meetings with the State, Crafton and Valley.  The Financial Aid project is still ongoing. Financial Aid is in the process of doing annual set-up as well as MIS cleanup. There have been some current changes in personnel in Admin Apps so the Financial Aid project is being re-assigned to other programmers. SIG will also be proving assistance in this area.  25 Live is currently with Admin Services at both Crafton and Valley. The colleges need to do their part prior to Admin Apps working on the project.  One new project request was submitted for this cycle, regarding AB540, but through vetting it was decided we do not need the project. | |
| District ERP | Glen reported that one of the District Technology goals was integration of District systems. Over the past six or seven months the District contracted with SIG to facilitate presentations by several vendors to address the need. At the January board meeting, the board approved a contract with ADP on the HR side and Oracle on financial side. Glen provided a brief overview of the features provided by these companies. This will move the District off of County systems. The anticipated time line is July 1, 2017, to move off County systems. Yvette Tram is the Project Manager assigned to this ERP. | |
| Ellucian Services/Hosting | Andy reported that we have contracted with Ellucian to manage our Colleague environment. The go live project date is the beginning of March. As part of the 5 year contract, Ellucian will host our servers. Administartive applications does have some items that need to be completed prior to the Ellucian hosting the servers but this is the ultimate goal. | |
| OEI Initiative and Canvas | Tre reported that both colleges have to choose from three options on how they want to participate in the Online Education Initiative (OEI): 1) to uses the free and/or discounted resources being offered 2) to use the free and/or discounted resources and to adopt Canvas as the Learning Management System (LMS) 3)Use State resources, adopt Canvas, and participate in the Statewide exchange.   When participating in the Statewide exchange, our students will be able to search for and register for  any course offered through the exchange and our colleges will be able to offer online classes through the exchange.  The colleges will be making their decision this spring.  The State is offering some financial incentives/savings to move to the state systems.  We are currently still waiting for the OEI MOU that will detail what we have to do as a District and will be obligated to do in order to participate in the exchange. The MOU will be have to be agreed upon, in order to participate in the State exchange.  To facilitate dialogue at the colleges regarding the OEI and other state initiatives, we will be hosting a seminar on March 4th at Valley.  Discussion followed on all of the potential local concerns regarding participation in the OEI. | |
| Blackboard Connect | After the tragedy in San Bernardino there was a lot of frustrations on the communication regarding what was taking place and how the District was responding. There is a meeting scheduled in the next two weeks with the key individuals involved in the communications. The discussion will be around when do we communicate, what type of communications should go out, to whom should they go out, and how do we balance between meaningful communications and spam. | |
| Employee IDs | The District has gotten to the point where we have an employee ID card system. The ID system is in place, and the type of ID card has been identified. The tentative plan is to head up to Crafton in the spring and then to Valley to have all employees carded. After all current employees are carded, the function will be based out of HR and new employees will be carded when they start their employment. The District still need to work out some details | |
| Miscellaneous | Keith reported that the tentative deadline to submit the Program reviews was today. In the future the date will be on the Annual calendar and all items will feed into a strategic planning process that is being developed right now. Annual calendar will roll up into the District calendar. District climate survey was completed before the break and the results were just sent out. One of the recommendations made on the survey was to rotate location of meetings to different locations to help with participation. Keith made a recommendation that the TESS Executive meeting rotate locations. Glen reported that the office of Institutional Effectiveness, Research and Planning is now a District entity and now falls under the umbrella of TESS. | |
| Future Meeting | May 6, 2016 | |