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|  | **MINUTES** |
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| **TESS Executive Committee** |
| September 11, 2020 – 3:00 - 4:30 p.m. |  |
| Zoom Meeting |  |
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| **Agenda Items** | **Discussion** |
| 1. Introductions
 | Luke Bixler, Shari Blackwell, Jason Brady, Jeremy Sims, James Smith, Keith Wurtz, Delmy Spencer, Joe Ho, Andy Chang, Yvette Tram, Paul Bratulin, Andy Chang, Amy Avelar, Rhiannon Lares, Yvonne Beebe, Scott Thayer, Melissa Oshman, Joe Cabrales and Mike Strong. |
| 1. 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](http://www.sbccd.org/District_Faculty_%2C-a-%2C_Staff_Information-Forms/District_Committee_Minutes/TESS_Committees.aspx)Motion to approve by Jeremy Sims, seconded by Rick Hrdlicka. abstained. All approved, motion carries. |
| 1. Nominate Co-Chair – **Luke Bixler**
 | * Luke Bixler stated that Jeremiah Gilbert was co-chair last year. As we need a new co-chair, Delmy Spencer stated that she would be willing to co-chair. Keith Wurtz moved to nominate Delmy as co-chair, Jeremy Sims seconded the motion. All approved, motion carries.
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| 1. TESS Executive Summary Report – **Luke Bixler**
 | * Luke Bixler shared that he would like to bring forward a comprehensive list that TESS is working on. There may be some projects that may not be on this list. Soon we will provide a web site that will allow you to see this information and submit projects. Keith Wurtz stated he did not receive the document prior to the meeting. Luke will send this out to the group following the meeting.
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| 1. TESS Technical Tactical Planning Update – **Luke Bixler**
 | * The Colleague projects are prioritized, submitted through DAWG, the TESS Managers Meeting and through the TESS Executive Committee Meeting. As a result, we leveraged the cloud to support labs and such. As part of the strategic plan it was identified that we should move to a cloud strategy as we begin to refresh hardware. We will have discussions and put out a plan as we move forward.
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| 1. District Technology Updates – **Jeremy Sims**
 | * Jeremy Sims reported that the piggyback on Tactical Planning, security, goal 1 in the strategic plan started with multifactor authentication. This will allow people to logon with password as well as a second authenticator. This will roll out in a week or two. We are hiring a third party to look at our security, tell us what we need to add and areas that we need to concentrate on. There will be another round of security training next week. We hope the trainings will help keep accounts safe, etc.
* Also, as the part of computer refreshment at the district, we issued approximately 120 jet packs and approximately 250 more will be issued in the next month or so.
* The District website being updated.
* 50 computers that he is rolling out are laptops with docking stations.
* Currently working on Students SLOs and Students FLOs. Next week hoping to get back end SAOs and SLOs.
* We are working on the end of life equipment this year. Infoblock server is on docket for this fiscal year and next fiscal year the firewalls will need to be updated.
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| 1. CHC Technology updates – **Melissa Oshman**
 | * At CHC, Melissa Oshman reported that they are working on Microsoft work spaces to create images for software that students would need to be successful in their classrooms. They have been issuing out to students. So far it has been very successful.
* The entire team has been working on cybersecurity from patching to any vulnerabilities that we have found on our initial audit. We have continued to do weekly scans.
* Updating equipment also in the classrooms. Working with TESS on the operations manual. One of the items listed on Luke’s report. Adding in information creating an ideal of what our operations look like.
* Have replaced all of the copiers throughout the campus and working on getting the copiers that students use with cashlist so they can pay for printing.
* Continuing to issue laptops and hotspots for faculty and staff and supporting the remote work as we continue to work from home and do online instruction.
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| 1. SBVC Technology Updates – **Rick Hrdlicka**
 | * Rick Hrdlicka was unable to attend and report out.
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| 1. Project Update and Prioritization – **Andy Chang**
 | * Andy Chang reported on the project request website that currently is in the works. It is being tested and hope to make it available soon. Prior to that we will go over it and show it off in DAWG. The web site will make the paper requests obsolete and make this process easier.
* Working with on the 25LIVE roll out for Crafton and hope to go live in Spring.
* Exploratory for online payment solution for students. Request was to find an online payment option such as student health fees and other fees that they may pay for other offices and to admissions. Demo next Monday the 14th for the Ellucian project.
* Doing MIS reporting, national clearing house. Working on the summer term for MIS.
* Working on scholarship set-up for Valley: for former VB students and how this could be one-time funds to help pay for their enrollment fees for the fall term.
* Web Advisor to self-service migration. Worked with both colleges and Ellucian and identifying customization for Web Advisor and cataloged them. Ellucian has helped us do an assessment. This is what baseline and customization can do for you. We just received the assessment and will do the next step which will be customizing to keeping it moving through Web Advisor.
* No new projects submitted through the usual process.
* If there are projects assigned to resources, we will have a vendor assigned to it. If we do run into that, we will be communicating that with you and updating.
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| 1. CHC Academic Senate Update – **Brandi Bailes**
 | * Brandi Bailes was unable to attend. However, she submitted a report that Luke Bixler provided to the group.
* At the onset of projects that impact faculty, Brandi has asked Luke to come present that at Academic Senate so that faculty have a chance to weigh in on it at the front. Luke is working with Andy to identify the process on that so that we collect faculty in the beginning so when they see it at the end it will match the feedback we received up front. This will modify the process so that we get the input up front. Luke will also be getting the input up front as well as additional input to fine tune it.
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| 1. SBVC Academic Senate Update – **Amy Avelar**
 | * Amy Avelar was selected as the faculty member to be the rep for the TESS Technical Committee. She stated that we do not have a good line of communication so that faculty can work with TESS so that there are not huge surprises. This affects professional development. DE is part of TESS and want to make sure there was instructional faculty as well. They will be able to notify faculty in a timelier manner. Will keep Amy copied on this when reporting to Brandi and can also provide information to their Academic Senate as well. Amy thanked Luke.
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| 1. Other Business – Open Discussion **- Committee**
 | * Paul thanked Luke for the enrollment project that they provided and helped with enrollment management. Paul stated that it would be great to have a follow-up meeting to go over and verify some of the numbers. Luke thanked Paul for the feedback.
* Luke stated that Christopher Crew was trying to get information on what students are attending and why students aren’t attending. He is collecting data that might be valuable as well. It would be good to have a follow-up to verify accuracy and answer questions.
* Joe Cabrales stated that the next DAWG meeting is on the 23rd. There will be a demo with online forms that are being used at Crafton. CHC has digitized many student tracing and department forms. Students can identify themselves through the portal. They would like people to attend. Luke Bixler stated that he would like to attend. The forms work great and A&R is cranking them out. We identified some power users at the campuses.
* Paul asked that if the Print Shop is still under TESS. SBVC is spending quite a bit of money on masks, etc. to external spenders. If there is anything that can be done through the print shop. Luke stated that we are limited to the machines that we have as some print items require special machines that the print shop may not be able to provide.
* Mike Strong asked about R25. We are continuing the monthly stakeholder meeting to go over the next steps. We were shooting for February 29th. Trying to do some pilot in the spring and hoping to go Live in the Fall. Andy stated there is a meeting later on this month and we can see where we are with that. Mike asked for a “to do list” for a pile for spring. Andy will go over the list and discuss with members at the next meeting.
* James Smith asked about the Student Health dashboard to track our students to make sure that they are really secure. This is run by the national student clearinghouse. James said he can send them out to track our student progress for on campus and students leaving our campus. We are already a member and is much cheaper than Tableau. James will touch bases with Andy and send over the recorded webinar. We can see if students are successful graduating from our school and/or graduating from another school. If we subscribe before the end of the year, we get a year free then the subscription is $4K per year.
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| 1. Future Meeting Dates:
 | February 5, 2021 at 10:30 AMMay 14, 2021 at 10:30 AMSeptember 17, 2021 at 10:30 AM |
| 1. Adjourn
 | Adjourned at 3:46 p.m. |