YCCD

Information
Technology
Services

District Technology Advisory Committee
November 20, 2014, 2:30 – 4:30pm
CC – Fir 2, MJC East – Forum 108
Central Services – Conf Rm B

District Technology Advisory Committee APPROVED Minutes

Members Present: Grace Cabrera, Kimberly Carter, Melissa Colon, Rosanne Costa, Marty Gang, Melissa Raby, Sarah Schrader, Joshua Sigman, Michael Smedshammer, Brenda Thames, John Zamora

Members Absent: Shawn Jordison, Michael Sundquist

Regular Attendees/Others Present: Jenni Abbott, Albert Alt, Leslie Buckalew, Mary Bylsma Shawna Dean, Brian DeMoss, Angie Fairchilds, Cynthia Fuhr, Robert Gritz, Margo Guzman, Josh Hash, Susan Kincade, Jeremy Salazar, Jeff Swank, Sargon Yadegar

Meeting called to order at 2:34 p.m.

1. Introductions (AI – I)

Assistant Vice Chancellor Marty Gang began the meeting by inviting the participants at each site to introduce themselves.

2. Purpose of the Committee (AI – II)

The DTAC charter was distributed. DTAC replaces the District Technology Committee and will be a representative body/advisory committee to the District Administrative Council. We will meet in January, March and April, for which Doodle polls will be distributed for gathering availability information.

The voting members of the committee were recognized and we will be pursuing faculty and student representatives from each college. We need to identify the following members of DTAC: Faculty CC, Faculty MJC, Student Government CC, and Student Government MJC.

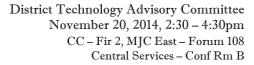## 3. Technology Highlights (AI – VI)

Josh Hash and his team have installed 100 new wireless access points across both colleges and Central Services over the past few months, which includes adding more APs in high-use areas to meet increasing demand. At Columbia College, Carkeet Park now has wireless coverage, which is a new service for our students to use. Please contact Josh Hash or any of his staff if a new wireless AP is needed in an area or if you experience wireless issues.

4. IT Areas of Responsibility (AI – IV)

A document was distributed to the group that identifies the different departments within Information Technology Services and who to contact for assistance within that group. This document is available on the ITS website.

5. Highlights of Major Projects Currently Underway with ITS (AI – III)

A document of current large projects and status updates will be provided at each DTAC

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meeting. This document will outline an overview of each project, the benefits of the project and the responsible manager.

The Ellucian Colleague Database Conversion from Oracle to Microsoft SQL is scheduled to finish February 2016.

Colleague Reporting and Operating Analytics (CROA) is scheduled to complete in October 2015. This will replace our current Crystal reporting software. DAC will be prioritizing the list of reports for conversion and the timeline to be followed.

We will be migrating to Office365 for faculty and staff over the next year. This will move our Exchange services to the cloud, expand mailbox size to 50GB, provide 1TB of cloud storage, give access to online Office tools and the ability to download Microsoft Office applications for up to five personal devices. Our current standard mailbox size limit is 200MB. The colleges will promote student access to Office365 in January 2015. John Zamora requested we also communicate with staff and faculty what we communicate to students so we stay informed.

6. IT Policy Issues (AI – VII)

We will be reviewing list serves and who has the ability to to send or reply to everyone at YCCD, MJC or CC. The committee will be discussing this issue in the future, and though it may not be a District/Board approved Policy, it will be come an IT policy.

We will also be reviewing incidental use of district computers, formalizing what can and cannot be done on a district computer/device.

System access sharing will be reviewed in order to clarify expectations and identify best practices.

It was requested we look at restrictions on student log-in accounts to various applications used at the district.

An enterprise application change management policy has been written to formalize the process of how code will be implemented into our production system. A handout was provided with the new policy for review to address an audit fining on this issue. Since this is an IT division policy, it will not be reviewed by the Board or by the Policy & Procedures Committee. Marty will continue to work with Coni Chavez to ensure the compliance/enforcement section of this policy does not conflict with YCCD Board Policy. All are in agreement to move this forward to the Chancellor's Cabinet.
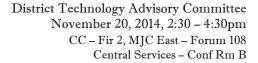
7. The YCCD IT Strategic Planning Process (AI – VIII)

This agenda item was tabled and will be addressed at the next meeting.

8. Blackboard Update (AI – IX a)

Melissa Colon reported that she and Michael Smedshammer will continue to work with Blackboard regarding our capacity issues, despite archiving and cleanup efforts.

The Online Education Initiative is a statewide consortium available for students to enroll in equivalent online courses if their preferred course is not available at their primary institution. There is a statewide RFP out for the CCC learning management system. This will impact our institution if Blackboard is not the chosen vendor, as we will likely move toward the chosen LMS.

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9. IT Updates (AI – X)

Josh Hash and staff have been working on new equipment installations in the primary data center, as well as migrating services from the old to new data center. Alder at Columbia College houses our secondary data center.

Shawna Dean has been working on the Student Services elements of SSSP and MIS reporting. This is instrumental in how our District receives funding.

Brian DeMoss is evaluating the timeline for the conversion of Oracle to Microsoft SQL for our database, as we have experienced some hardware issues. He has been working with Ellucian on data and custom code scanners to identify potential conversion issues. Report cleanup is underway in preparation for our conversion from Crystal to CROA. Discussions will take place with users to identify critical reports and establish timelines for the report conversion.

Margo Guzman and staff have expanded the wired and wireless network at Columbia College. They have also been upgrading equipment in classrooms. Manzanita is scheduled to open August 2015, so she has been working with her staff and the contractors on the equipment and wiring for this building.

Jeff Swank continues his efforts to upgrade classrooms at MJC up to our new standard. His department is gearing up for various year-end ceremonies, recitals, events and video recordings. He has also been working to resolve equipment issues in some of our classrooms funded by Measure E.

Marty Gang reported on behalf of Patrick Pimentel Sr. that his group has been working on a Virtual Desktop Infrastructure (VDI) project. This will extend the life of our current hardware and allow us to use low-end equipment to run applications on a server. We will need more servers and licenses to move forward in expanding virtual desktops to labs and offices.

10. IT Research (AI – XII)

Marty plans to end each DTAC meeting with a research piece. The group was provided a handout from Gartner Research that graphs the Hype Cycle for Higher Education in 2014. New and existing technologies can be evaluated through the hype cycle documentation. This is one of the available tools to ensure decisions are made based on objective research.

11. Other

Brenda Thames would like to meet with Marty to formalize discussion on technology needs. Jenni Abbott would like monthly meetings with IT to discuss options and opportunities for IT use in grants.

Meeting adjourned at 4:35 p.m.

AI – Denotes agenda item discussed.