

**YCCD Steering Committee
Highlights
June 25, 2008**

Attendees: Susie Agostini, Deborah Campbell, Tobin Clarke, Yoseph Demissie, Brian DeMoss, Linda Diggs-Gray, Robert Gritz, Vicki Groff, Margo Guzman, Dahlia Massey, Venesse Metcalf, Joanne Nielson, George Railey, Pat Rawe, Gina Rose, Teresa Rule, Myra Rush, Kathy Smith, Gary Whitfield, Lori Williams

Student Email –

- After much discussion regarding the cost of printing step- by- step instructions, it was decided student email information will be printed on a card directing the students to the online sight for the instructions.
- Faculty help needs to be enlisted to support student email. Gina suggested taking this to the Senate; also, a training session at Institute Day and a Flex class.
- Programmers are working on printing student email on roll sheets.
- It was suggested a committee be formed to establish proper use of email.
- The decision was made to use only campus student email beginning May 1, 2009. Until then communications will be sent to both student and personal email addresses.
- Brian DeMoss, George Railey, Susie Agostini, and Vicki Groff will take this back to the colleges. A district-wide email will be sent notifying the availability of student email.
- Tobin suggested a pop-up message on the MJC website.

Student Center Fee –

- The Student Center Fee is not calculating in real time which creates a problem when the students pay their fees. This is a Datatel issue which IT cannot fix. A proposal is being made to set a standard fee for fall and spring semesters with a total not exceeding the allowed \$10 per fiscal year. This may create a loss of revenue, but without a set fee the colleges are out of compliance. Gary Whitfield will take this back to Bob Nadell, and Robert Gritz will take back to Dennis Gervin. The recommendation is that the agreed upon fee be the same for both colleges.

Cross Training & Retirement –

- With several upcoming retirements, there is need to cross train. The suggestion was made to begin cross training now within the departments and to document the processes. It was suggested that retirees be hired on short-term contracts to help with training of their replacements. This is a College Cabinet issue and Gina will take this to District Cabinet.

Student Password Reset –

- The current practice of resetting student passwords is a security issue. Yoseph suggested doing away with telephone password resets. We are currently not complaint with FERPA regulations. A small group will meet to discuss this issue; Brian DeMoss, Susie Agostini, Yoseph Demissie; Brian will chair.

Prioritize Committee –

- Gina shared the Program Prioritization Committee form with Cabinet. She is waiting for feedback. The form is available on YCCD Net. Gina requested the committee take this information back to their constituent groups. A general email will be sent to inform the colleges and district about the use of the PPC form for programming work requests.

IT Master Calendar –

- Margo requested information to put on the IT Master Calendar. Gina requested that regular jobs from year to year be sent to Margo to be included on the calendar.

Sensitive Data –

- Gina briefly stressed the need to identify crucial data and the importance of keeping it secure; for example, not sharing passwords and not leaving screens with sensitive information up and unattended. This issue will be addressed in the upcoming IT Newsletter.

OnBase (Matrix) Storage Issues -

- OnBase is our biggest server, and due to its popularity it is full. It currently is 500 GB; the storage will be expanded to two terabyte. Yoseph stated that if there is a server outage it will only restore to the last full backup. He requested scanning only prudent information that will be needed in a ten year period.

Next Meeting – To Be Announced