

TESS Executive Committee

May 6, 2011
Minutes
 1:00 p.m. – 3:00 p.m.
 PDC 104

TOPIC	DISCUSSION
Review of the Minutes	Motion to approve by consensus.
Review Committee Charge	Develop, monitor, and update the Technology Strategic Plan, ensuring alignment between the District-wide use of technology and the Board of Trustee's imperatives.
Committee Reports -Administrative Applications -User Services -Technology -Web Standards	<p>Minutes are posted on District web-site: http://www.sbccd.org/District_Faculty_-_a-Staff_Information-Forms/District_Committee_Minutes/DETS_Committees.aspx</p> <p>Administrative Applications- no update</p> <p>User Services – no update</p> <p>Technology – Jeremy reported that the committee met twice since the December TESS Executive meeting. They reviewed and approved the final AV and IT standards document as well as the Computer Network communications Acceptable Use Policy and Procedure. They started on the Incident Response procedure and will continue the review at the next meeting. They identified some Blackboard issue that could be narrowed down to PC or Networks issues.</p> <p>Web Standards – Glen reported that Valley has been wrapping up their web development and went live 5/4/11. The committee will now be moving forward with the Consultants Groups Web standards.</p>
District Strategic Plan Progress Report	<p>Glen explained that the document was an update from all of the TESS managers on any progress they made on the items listed on the Plan and an update on where we stand now. Glen stated that the end users may not have seen a lot of progress on the items this year because the first year is really focused on the infra-structure build out, the Computer Usage policy, Catalog of Services, more of the backend foundational stuff to prepare us for the next step.</p> <p>The big thing on the programming side for this year is to gear up for Web Adviser to be completed this summer. Schedule 25 to be completed this summer and Core-Vue, to replace ERIS, has been implemented and training is starting next week.</p> <p>Glen also reported that we have been working with Alisa on the frustration on the quality of data on the Personnel side. Human Resources has a set of data which is different from county, which is different from payroll. The district is making momentum on addressing that and several key individuals will be making a field trip to Chaffey to review their system and structure.</p> <p>DCS has a new tool that allows them to push out software to all users via the network and Glen is working with Professional Development at both colleges to coordinate training with the release of new software.</p> <p>The district is still committed to rotating out old computers starting in the fall. The goal is to rotate out 20% of the old computers district wide per year for the next five years.</p>
CHC Technology Services Report	Jeremy reported that Crafton is busy with Campus re-cabling. The Hub for their Network backbone is tied into the old library and the old library is schedule to be demolished this summer. They have to completely re-fiber the entire campus. The positive of this move is they will one have a redundant loop, there will be no single point of failure. The bad part is they have to have the work completed within 30 days.

<p>SBVC Technology Services Report</p>	<p>Mark Byrd reported that they are moving a lot of computers because of the new building coming on line. They are still working on building applications for the K-Box to be distributed out.</p> <p>Craig Petinak reported that Valley went live with their new website and it was a campus wide project.</p>
<p>Update on Major Projects:</p> <ul style="list-style-type: none"> -Phone Upgrade -District Infrastructure Upgrade -P2S -Computer Rotation -Datatel: <ul style="list-style-type: none"> >Web-Advisor >Resource25 >Active Campus Portal -Blackboard Learn <ul style="list-style-type: none"> >Alternative Approaches -Blackboard Connect -Computer Usage Policy 	<p>Jeremy reported that Cisco Emergency responder has been installed; there is one final piece that will be added in the next few weeks that will allow us to pass custom caller ID for emergency purposes.</p> <p>Jeremy has been sending out call reports since the end of February to both campus Presidents, The VP of Administrative Services, fiscal Services and Bruce gets them for the District.</p> <p>Infomacast- the paging system through the phones will be presented to the District Police within the coming month.</p> <p>Jeremy reported that the AV and IT Standards document is completed and in place. This outlines what the minimal standards are for audio, visual and IT infrastructure as it relates to telecommunications and network infrastructure, cabling, wiring. When new building are being developed, there is one document to provide to the architects. The document is needs to be revisited annually.</p> <p>The replacement of the external DNS servers has been completed, the SAN installation has been completed District wide except for one piece that will be completed within the month. Server virtualization is well under way.</p> <p>Fire Wall replacement for the District and Annex will be completed within three weeks and then Valley and Crafton will be done the first quarter of the next fiscal next year.</p> <p>Valley's internet connection will be ungraded, Crafton has already been upgraded.</p> <p>Datatel Server replacement is being reviewed and we may have to go to bid.</p> <p>Switching backbone will be scheduled after the firewalls are completed.</p> <p>Assisted in development of the AV and IT Standards doc.</p> <p>The chancellor is committed to funding the computer rotation and we are looking to start it in the fall.</p> <p>The District has been receiving requests for programming from the colleges and we are pushing back because we are trying to move forward with the projects listed below.</p> <p>Web Advisor – on target for this summer and in the fall will be switching to Active Campus Portal. On June 1, 2011 there will be a field trip to Chaffey to review their Datatel package.</p> <p>Resource 25 – on target to complete over the summer. Will assist in scheduling of room for optimum usage.</p> <p>Blackboard Learn – based on issues we experienced this spring, we may look at other CMS this fall.</p> <p>Blackboard connect – we have completed training for everyone except for Mike Strong. This is a mass notification system that will replace Alert U</p> <p>Computer Usage policy has been finalized</p>

Miscellaneous	
TESS survey	Craig reported on the design and results of the TESS survey. 127 employees out of 1,200 employees completed the survey. Overall the results were good. If any questions concerning the survey, feel free to contact him.
Help Desk	Glen reported that we are well aware of the issues with the help desk and are reviewing different alternatives such as self-help tutorials for such as password reset that would help to curb the volume. We have reviewed the contract for another year but are aware of the issue and meet weekly with the help desk in regards to the issues.
Edustream	Kudos to Andy Chang, Yvette Tram and Osman Parada. EduStream was awarded a Technology Focus Award for finding a solution that serves the system as a whole.
ATPC	We applied for and were awarded the Alternative Text Production Center Grant; the grant takes text books and converts them to a braille or e-text format. They have been based out of Venture for the past nine years and we applied and were awarded the grant this year.
Next Meeting	TBD