

ENTERPRISE SYSTEMS ADVISORY COMMITTEE (ESAC)
MEETING
May 15, 2019

Present: Mary Becerril, Lisa Chavez, Mike Garabedian, Mike Javanmard, Gita Runkle, Leigh Ann Unger, Gary Van Voorhis, Edward Wu, Colin Young

Absent: Caroline Durdella, Rebecca Green, Stephen Kibui, Loy Nashua

Guest:

Call to Order

- The meeting was called to order at 2:05 by Gary Van Voorhis.

Approval of Minutes and Other Business

- Minutes from the April, 2019 meeting were accepted by consent of the committee.

Completed Projects

- There were updates to Banner 9 and BDMS in April. The BDMS update was significant because it makes it possible to use BDMS to scan images without client software being installed on the person's machine. In effect, this integrates BDMS completely into Banner 9.

Review of Current IT Projects - Ongoing

- Hobsons/Starfish Degree Planner – Lisa Chavez did a demonstration of the Hobsons/Starfish Degree Planner software. The Degree Planner working group hopes to have the product in a working state by the end of the summer.
- Active Classroom – Gita is working with faculty and hopes to use Strong Workforce money to install and use “active classrooms” in B107/B108 in the next academic year. If successful this project may expand to include B113, B114, and B115.
- Prep for AB705 – ITS is working with A&R, Academic Affairs, etc. on finalizing various Banner changes to support the rollout of AB705 for the fall term.
- CCCApply “Super Glue” Upgrade – The downloading of applications in production using “Super Glue” was completed in late May. To date there has not been time to switch to using this technology to retrieve applications.
- Infrastructure Upgrades
 - Wide Area Network Upgrade – The wide area network upgrade at the remote sites is complete with the exception of SWEC.
 - Switches – The switch upgrade project is complete with the exception of SWEC, the CDC, and the AJ Annex.
 - A/V Upgrades – There will be an item on the June board agenda to upgrade the audio/visual systems in ten A Building classrooms.
- Adobe Licensing – The committee discussed the status and rollout of Adobe's latest licensing model.

Other Business

- The committee agreed to change the meeting time for the 2019-2020 academic year from 2:00-3:00PM to 1:30- 2:30PM for each session the committee meets.
- For the meetings beginning in September, 2019 there will be committee replacements for one Academic Dean, for Human Resources, and for Financial Aid.

The meeting adjourned at 2:30 PM. The next meeting is scheduled for September 18, 2019.

**ENTERPRISE SYSTEMS ADVISORY COMMITTEE (ESAC)
MEETING
September 18, 2019**

Present: Mike Garabedian, Shawn Smith, Gary Van Voorhis, Colin Young

Absent: Mary Becerril, Lisa Chavez, Caroline Durdella, Mike Javanmard, Stephen Kibui, David Levy, Grant Linsell, Gita Runkle, Leigh Ann Unger, Edward Wu

Guest:

Call to Order

- The meeting was called to order at 1:35 by Gary Van Voorhis.

Approval of Minutes and Other Business

- Minutes from the May, 2019 meeting were accepted by consent of the committee.

Completed Projects

- Wide Area Network (CENIC Upgrade) – The wide area network and Internet upgrade project that began in early 2019 was completed during the summer months with the exception of two redundant circuits we are still waiting for AT&T and Spectrum to complete.
- MIS – Program Awards Submission – The annual program awards submission was completed in early September.
- MIS – Summer Term Submission – The summer term MIS enrollment submission was completed in early September.
- Banner 9.X Upgrade(s) – Major Banner upgrades were completed in June to make us current with Banner releases. This set of upgrades prominently featured important Financial Aid upgrades and great many bug fixes.

Review of Current IT Projects - Ongoing

- Banner 9.X Upgrade – Financial Aid – The committee discussed changes to the timing of FASFA submissions and what this has done to software upgrades and the rollout of software to support new award year processing. ITS has started preparing to install the 2020-2021 award year software.
- AIM / CampusLabs – ITS is working with these two vendors to integrate Banner data into the AIM accessibility system and the CampusLabs student clubs and organizations software.
- MIS Annual Financial Aid Submission – ITS is currently working on the annual Financial Aid awards submission.
- MIS Annual Employee Submission – ITS and HR have just started to work on the annual MIS employee submission.
- Active Classroom – Gita was not in attendance, so we skipped this item in the agenda.
- Hobsons/Starfish Degree Planner – The taskforce working on Degree Planner continues to work on implementing this software system and continues to struggle with getting it to create consistent and accurate degree audits.
- Infrastructure Upgrades
 - A/V Upgrades – Eleven rooms in the A Building will have Audio/Visual upgrades either later this term or during the Winter Intersession.
- Adobe Licensing – Adobe has confirmed they are not changing their licensing model yet again. Recent issues with select PCs are local issues to those devices and not global licensing problems.

Other Business

- New Personnel – The ITS department will be fully staffed by mid-October, which is the first time in several years this has been the case.
- Ex Libris – Mike Garabedian discussed how the Cal State system and the CCCs Librarians made the decision in the past couple years to move to Ex Libris as the universally adopted library system platform. The plan is to switch to Ex Libris on January 7, 2020 and then run the current system, SirsiDynix, and Ex-Libris for the first six months of 2020.

The meeting adjourned at 2:20 PM. The next meeting is scheduled for October 16, 2019.

**ENTERPRISE SYSTEMS ADVISORY COMMITTEE (ESAC)
MEETING
October 16, 2019**

Present: Lisa Chavez, Caroline Durdella, Mike Garabedian, Mike Javanmard, Grant Linsell, Leigh Ann Unger, Gary Van Voorhis, Colin Young

Absent: Mary Becerril, Stephen Kibui, David Levy, Gita Runkle, Shawn Smith, Edward Wu

Guest:

Call to Order

- The meeting was called to order at 1:35 by Gary Van Voorhis.

Approval of Minutes and Other Business

- Minutes from the September, 2019 meeting were accepted by consent of the committee.

Completed Projects

- MIS – Financial Aid Submission – The annual Financial Aid MIS submission was completed in September.
- MIS – Program Awards Submission – The annual program awards submission was completed in early September.
- MIS – Summer Term Submission – The summer term MIS enrollment submission was completed in early September.

Review of Current IT Projects - Ongoing

- Banner 9.X Upgrade – Financial Aid – ITS is in the process of upgrading Banner to support the 2020-2021 award year.
- Ex Libris – Mike gave an update on the state of the Ex Libris Library platform project. This is library “card catalog” system being implemented by all 115 California community colleges. Most recently user and catalog data from Sirsi, the current library system, was uploaded to Ex Libris.
- MIS Submission – Assessment – ITS is working on the annual assessment MIS submission.
- MIS Annual Employee Submission – ITS and HR are working on the annual MIS employee submission. There are a number of bugs in the Ellucian code that are hampering this project.
- AIM Project – ITS is working with the AIM vendor to create the first upload of course and student information so that DSPS can begin to use this system.
- Hobsons/Starfish Degree Planner – Lisa outlined a number of challenges the conversion team is having producing accurate degree audits using the Degree Planner product. Examples include course projections and use of Banner attributes. There is a meeting scheduled in the early part of November to discuss this project with Superintendent/President.
- Infrastructure Upgrades
 - A/V Upgrades – Eleven rooms in the A Building will have Audio/Visual upgrades either later this term or during the Winter Intersession.

Other Business

- Class Schedule Sort Order – The request was made to have the sections within a course sort in start date order.

The meeting adjourned at 2:25 PM. The next meeting is scheduled for November 20, 2019.

**ENTERPRISE SYSTEMS ADVISORY COMMITTEE (ESAC)
MEETING
November 20, 2019**

Present: Mary Becerril, Lisa Chavez, Caroline Durdella, Mike Garabedian, Gita Runkle, Leigh Ann Unger, Gary Van Voorhis, Colin Young

Absent: Mike Javanmard, Stephen Kibui, David Levy, Grant Linsell, Shawn Smith, Edward Wu

Guest:

Call to Order

- The meeting was called to order at 1:35 by Gary Van Voorhis.

Approval of Minutes and Other Business

- Minutes from the October, 2019 meeting were accepted by consent of the committee.

Completed Projects

- MIS – Assessment – The annual Assessment MIS submission has been completed.

Review of Current IT Projects - Ongoing

- Banner 9.X Upgrade – Financial Aid – ITS is in the process of upgrading Banner to support the 2020-2021 award year. This upgrade will be performed in mid-December.
- Emergency / Security Upgrades – RHC is evaluating
- Ex Libris – Mike gave an update on the state of the Ex Libris Library platform project. This is library “card catalog” system being implemented by all 115 California community colleges. The intention is to cut over in January to the new system but retain the services of the old provider, Sirsi, for at least three months.
- MIS Annual Employee Submission – ITS and HR are working on the annual MIS employee submission. There are a number of bugs in the Ellucian code that are hampering this project. The submission must be complete before the end of January, 2020.
- AIM Project – ITS is working with the AIM vendor to create the first upload of course and student information so that DSPS can begin to use this system.
- Active Classroom – Gita discussed the status of the “active classroom” project and where it might be tested. As of the November meeting it is unclear how this will evolve and where it will be tested.
- Hobsons/Starfish Degree Planner – Lisa provided a status update on the Degree Planner / Degree Works situation but indicated no decision has been reached on the direction the College will pursue.
- A/V Upgrades – Fourteen rooms in the A Building will have Audio/Visual upgrades beginning December 9th and continuing into the early part of January. The upgrades will be complete before the beginning of the Spring term.

Other Business

- Class Schedule Sort Order – The request to have sections within a course sort in start date order has been completed.

The meeting adjourned at 2:25 PM. The next meeting is scheduled for February 19, 2019.

**ENTERPRISE SYSTEMS ADVISORY COMMITTEE (ESAC)
MEETING
February 19, 2020**

Present: Mary Becerril, Lisa Chavez, Caroline Durdella, Mike Garabedian, Mike Javanmard, Stephen Kibui, David Levy, Grant Linsell, Leigh Ann Unger, Gary Van Voorhis, Edward Wu, Colin Young

Absent: Gita Runkle, Shawn Smith

Guest:

Call to Order

- The meeting was called to order at 1:35 by Gary Van Voorhis.

Approval of Minutes and Other Business

- Minutes from the January, 2020 meeting were accepted by consent of the committee.

Completed Projects

- A/V Upgrades – Fourteen classrooms had their A/V systems updated during the holiday break and early January
- AIM Project – The integration of the AIM DSPS software with Banner information is complete.
- Core Router Upgrade – The College’s core router in the data center was upgraded during the holiday break.
- Banner Upgrades – Banner upgrades, mostly bug fixes and small enhancements, were completed in December.
- MIS Fall Enrollment – The Fall term enrollment submission was completed in January.
- MIS Employee Submission – The annual MIS employee file was submitted in January.
- 1098-Ts – The 1098-T tax forms were distributed to students in January.

Review of Current IT Projects - Ongoing

- Banner 9.X Upgrade – Financial Aid – ITS will be performing an upgrade to the Banner software in the middle of March.
- Emergency / Security Upgrades – RHC has evaluated a PA for projecting voice and emergency messages across main RHC campus as well as the offsite campus. The plan is to begin installation of the system during the first half of the year. Also, phones have been installed in most classrooms to provide another form of communication in an emergency.
- Ex Libris – Mike gave an update on the state of the Ex Libris Library platform project. This is library “card catalog” system being implemented by all 115 California community colleges. The Library started using the new system in January, but will still have access to the old system through March.
- OEI – The California Virtual College (CVC) has offered to visit the campus in person as a way of jump starting the OEI integration with RHC. It is hoped this visit will happen soon. It was originally planned for February, but that is not going to happen.
- Hobsons/Starfish Degree Planner – Lisa provided a status update on the Degree Planner / Degree Works situation. It is all but certain RHC will be transitioning back to Degree Works.
- Firewall Software Upgrade – ITS will be upgrading the software of the firewall during Spring break.

Other Business

The meeting adjourned at 2:25 PM. The next meeting is scheduled for March 18, 2020.

ENTERPRISE SYSTEMS ADVISORY COMMITTEE (ESAC)
MEETING
April 15, 2020

Present: Mary Becerril, Lisa Chavez, Caroline Durdella, Mike Garabedian, Mike Javanmard, David Levy, Grant Linsell, Gita Runkle, Leigh Ann Unger, Gary Van Voorhis, Edward Wu, Colin Young

Absent: Stephen Kibui, Shawn Smith

Guest:

Call to Order

- The meeting was called to order at 1:31 by Gary Van Voorhis. The meeting was conducted via Zoom.

Approval of Minutes and Other Business

- Minutes from the February, 2020 meeting were accepted by consent of the committee.

Completed Projects

- Firewall Upgrade – The campus firewalls were updated during the Spring break.
- Banner Upgrades – Banner was upgraded to the February patch level.
- COVID-19 – ITS was involved in many initiatives to support the campus in its response to the COVID-19 pandemic.

Review of Current IT Projects - Ongoing

- Banner 9.X Upgrade – There will another upgrade to Banner in May or early June to provide bug fixes and minor upgrades
- HP-UX Migration – ITS has just started the process of migrating Banner from its current server environment to new servers and configuration. This is a major undertaking that will consume the next six months. The first task in this process is to migrate the job submission process, i.e., the running of batch jobs.
- Salary Calculator – ITS is working with HR and the Instruction Office to modify the Salary Calculator to eliminate the need for time cards for non-instructional assignments.
- Degree Works / Starfish / Hobsons Degree Planner – RHC will be transitioning back to Degree Works and will not be moving forward with Starfish and Degree Planner. A&R is upgrading Degree Works to include curriculum changes that have happened in the past couple years. Counseling will be examining Ellucian's CRM Advise product to see if it has the potential to provide an "early alert" solution.

Other Business

The meeting adjourned at 2:15 PM. The next meeting is scheduled for May 20, 2020.

ENTERPRISE SYSTEMS ADVISORY COMMITTEE (ESAC)
MEETING
May 20, 2020

Present: Lisa Chavez, Caroline Durdella, Mike Garabedian, Mike Javanmard, Grant Linsell, Gita Runkle, Leigh Ann Unger, Gary Van Voorhis, Edward Wu, Colin Young

Absent: Mary Becerril, Stephen Kibui, David Levy, Shawn Smith

Guest:

Call to Order

- The meeting was called to order at 1:31 by Gary Van Voorhis. The meeting was conducted via Zoom.

Approval of Minutes and Other Business

- Minutes from the April, 2020 meeting were accepted by consent of the committee.

Completed Projects

- Banner Upgrades – Banner was upgraded to the February patch level.
- Salary Calculator – Changes were made to the salary calculator to treat non-instructional activities as part of load.

Review of Current IT Projects - Ongoing

- Banner 9.X Upgrade – There will another upgrade to Banner in June to provide Financial Aid enhancements for the 2020-2021 award year as well as bug fixes and minor upgrades.
- HP-UX Migration – ITS has just started the process of migrating Banner from its current server environment to new servers and configuration. This is a major undertaking that will consume the next six months. The first task in this process is to migrate the job submission process, i.e., the running of batch jobs.
- Salary Calculator – ITS is working with HR and the Instruction Office to modify the Salary Calculator to eliminate the need for time cards for non-instructional assignments.
- Degree Works Upgrade – RHC will be transition back to Degree Works and will discontinue using Starfish. The use of Starfish will end during the summer. The first DegreeWorks upgrade is from version 4.1.0.0 to 4.1.5.0, which ITS plans to complete during the summer. Subsequent upgrades will transition the college to version 5.0.0.0 and then ultimately to 5.0.3.0 by the end of 2020.
- Graduation Petition – ITS is working with A&R on a new graduate petition to be built inside Banner.
- Power Outage – The campus is scheduled to have a complete power outage on May 29, 2020 so that SCE can repair and replace aging equipment and telephone pole.

Other Business

- Adobe Licensing – The “special” license that Adobe extended to students allowing selected students to have access to the Adobe Creative Cloud software suite will expire during the summer (07/06/2020). Adobe has not, as of yet, outlined what options they might make available to education institutions.
- College Scheduler – The use of this product will be discontinued during the summer due to its high cost and the college’s expected budget difficulties due to the COVID-19 pandemic.

The meeting adjourned at 2:15 PM. The next meeting is scheduled for September 16, 2020.