

# TRAC MEETING NOTES

July 8, 2008

ITS Conference Room - 7:30 AM

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Those in attendance:

Steve Herzog  
Bill Hodges  
Anita Gregg  
Dwight Humphrey  
Randy Weldon  
Doug Kissler  
Annette Fante  
Pat McGraw  
David Hart

~ Meeting opened at 7:35 AM

## ▪ Review previous meeting minutes and action items

### **New Building**

- Lumber building is now district property! A rock company is using some space providing rental income of \$4000/month to the district. Architects have been selected for the renovations. The lumber building should be occupied by DCSD by July 6, 2009.
- ITS will move from the Atchison Way property – lease will expire
- All Business Services departments to relocate to this new facility
- The goal is to move staff out of the Cantril building – perhaps back to the Wilcox building.
- Note that Central Registration areas will need to be defined in three areas of the District.
- Learning Services requires more space within the Wilcox building
- Printshop and Purchasing to move to this new building
- Nutrition Services expanding into space in Service Center
- Major department moves coming up next summer!
- Data Center move within the next year!

### **End of year eBusiness**

- The year end process went well with cooperation between ITS and BS to roll over in Oracle.

## ▪ Master District Calendar

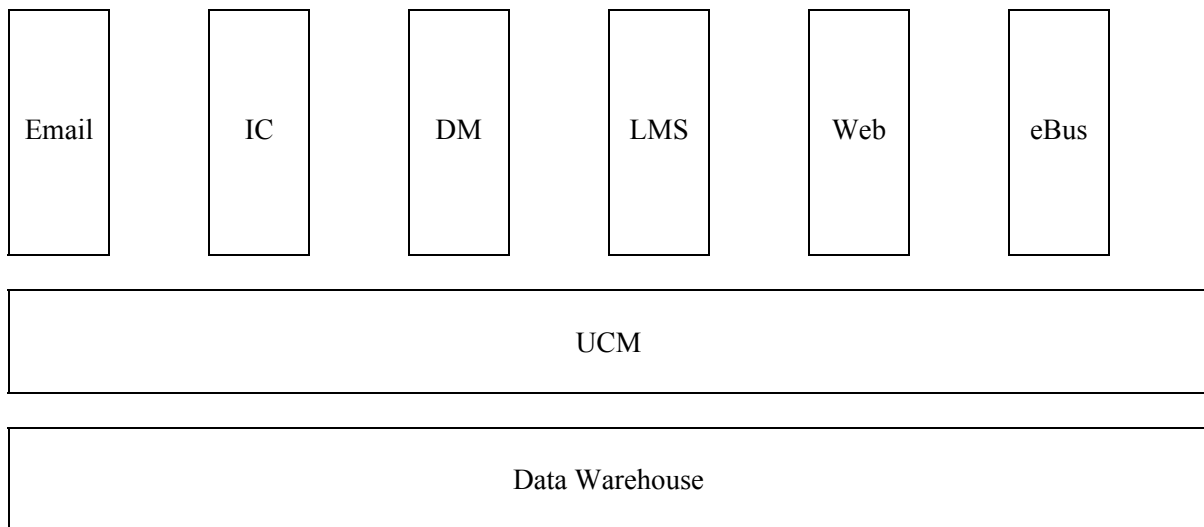
- See handout for information.
- Pat will be meeting with Dwight determine the tool to be used.
- The tool would be provided for departments to utilize. At the current time, each department keeps their own information in a format/program/tool of their choosing. Learning Services uses Excel.
- TRAC submission form will be submitted next month
- Q-Is First Class the long term solution for DCSD? A-Will cost significant time and resources. Not a high priority with ITS at this time.
- TRAC will prioritize the Master Calendar project – may not be a high priority
- Open Source tools may be available that have no cost.
- The scope needs to be determined.
- Pat will meet with Whei Wong about Communications need for Master Calendar
- “Clunky” integration with First Class is not preferred.

## ▪ CLICK! Project

- See Charter document

- Vision statement is included. Scope, needs and solution are defined.
- Milestones have been defined.
- Gearing up for a formal kick off meeting at the end of the month
- Jim will follow up on July 31 with a mock-up demo at the Leadership Conference
- The first draft of resource requirements and impact on other projects has been provided
- Departments will be able to update their webpage content in the Oracle environment architecture, Content Management. ITS will be working with Oracle just as they did for the Oracle Identity Management utilization by DCSD.
- Content Management pillars in the portal include Infinite Campus (IC), Document Management (DM), Learning Management Systems (LMS) and Webpage Content. Another pillar may be First Class e-mail. All built on the UCM (Universal Content Management) and Data Warehouse.
- Content can come in internally or externally and be managed by the District.
- Virtual Learning Environment will be the same architecture as the Virtual Work Environment.
- Personalized components to be made available through the web portal and a work flow process will be integrated in the future
- DM- Hummingbird
- UCM is Oracle
- Data warehouse is Oracle
- E-mail is First Class
- Web Content is Oracle
- eBusiness is Oracle
- Identity Management is Oracle
- SQL is a data repository used in IC

CLICK visual overview:



- WAN is essential in order to complete the CLICK. The LMS would be most affected as it is the first focus at this time by the project team.

▪ **Project Updates**

- Identity Management – Student accounts are set up and awaiting log-in next school year
- Nutrition Services Inventory – not discussed
- WAN – some progress has been made in a decision in the near future. ITS is working with BS re bond or cap reserve money to be used toward the WAN.

- SIPA credit card processing. Bookkeepers will be notified. Trainings will be made available. August 1 timeframe for implementation. Student check-ins are coming up soon! Online credit card processing will be an “option” to parents. Parents can still use a credit card at the school. There will not be a service fee charged while at a site using a credit card. There is only a service fee if a credit card is processed online. Any fee can be paid in this manner – book fee, participation fee, childcare charges etc. The expectation is that it will be fully operational this school year. Learning Services has concerns about the roll out. A feeder by feeder rollout may be the answer rather than secondary and elementary level rollout. Business Services will meet with Learning Services to clarify implementation. Not a technology issue, but process issue at this time.
- Hope/eDCSD Update – not discussed
- New Data Center – not discussed
- Library Automation System – not discussed

▪ **Other Topics/Updates - none**

~ Meeting adjourned 9:03AM

Next meeting is Tuesday, August 12, 2008 - 7:30 to 9:00 AM in the ITS Conference Room