

Michael Campbell

From: owner-cc_iwv@listserv.cerrocoso.edu on behalf of Michael Campbell
<michael.campbell@cerrocoso.edu>
Sent: Monday, July 02, 2012 11:22 AM
To: cc_iwv; cc_krv; cc_escs@listserve.cerrocoso.edu; cc_sokern@listserve.cerrocoso.edu
Subject: G Drive Reorg

Good Morning,

The G drive is changing! As part of a data cleanup and reorganization project we are changing the organizational structure of the current G drive. During this transition process you will notice that you will have a M drive and a G drive, this is only temporary while we work with the departments to move data and set folder permissions. Once this process has completed the M drive will go away and the G drive will map to the new location. If you have any questions about where your departments data is located or folder permissions please give me a call.

Thank you,

Mike Campbell
Information Technology Manager
Cerro Coso Community College
3000 College Heights Boulevard
Ridgecrest, CA 93555
760-384-6159
michael.campbell@cerrocoso.edu

Michael Campbell

From: Jeremy Horton
Sent: Thursday, July 05, 2012 11:23 AM
To: Diana Smith
Cc: Jennifer San Nicolas
Subject: G Drive Migration

The migration of the CDC data files has been completed. All access to the data (Except the SoftCare software) can be found under the new G drive called the "M" Drive. I left the SoftCare software folder till the ends of month reports can be completed. Please let me know when that has happened and I'll complete the rest of the migration. Thanks

Jeremy,

 <p>Cerro Coso IT INFORMATION TECHNOLOGY</p>	<p>Jeremy Horton Technology Support Specialist Information Technology Cerro Coso Community College 3000 College Heights Blvd., Ridgecrest, CA 93555 P: x5197 F: 760.384.6153 www.cerrocoso.edu • jhorton@cerrocoso.edu</p>
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Michael Campbell

From: Michael Campbell
Sent: Monday, July 16, 2012 1:32 PM
To: Corey Marvin (cmarvin@cerrocoso.edu); Tammy Kinnan (tkinnan@cerrocoso.edu)
Subject: FW: Accreditation G Drive Documents
Attachments: RE: G Drive Access; Public Relations Folder Migration; RE: G Drive Icon; G-Drive04.ico; G-Drive03.ico; G-Drive01.ico; G-Drive02.ico; RE: G Drive Migration; G Drive Migration; RE: G Drive Migration; G Drive Reorg; G Drive Migration; RE: G Drive Migration; G Drive Migration; G Drive Administrative Folders; FW: G Drive; New G Drive Mapping; G Drive reorg.pdf; G Drive reorg 2nd draft.docx; G Drive Reorg

Corey,
Here is the info that you requested. Please let me know if you need more information.

Thanks

Mike Campbell
Information Technology Manager
Cerro Coso Community College
3000 College Heights Boulevard
Ridgecrest, CA 93555
760-384-6159
michael.campbell@cerrocoso.edu

From: Jeremy Horton
Sent: Friday, July 06, 2012 12:16 PM
To: Michael Campbell (michael.campbell@cerrocoso.edu)
Subject: Accreditation G Drive Documents

Mike,
Here is some email regarding the G drive restructure!! Most email I sent has to do with scheduling migration tasks and sending permissions screenshots so I can fix or change access issues to the folders. I also added the CC_ALL email from you regarding the kick off to the reorg. And the final draft of the chart (which we may need to add the first copy as well to show the changes...maybe). Hope this helps!!

Jeremy,

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Michael Campbell

From: Jeremy Horton
Sent: Thursday, July 05, 2012 8:57 AM
To: Leah Maxwell
Subject: RE: G Drive Migration

Ok everything has been migrated. Please let me know if anyone has any permission or access issues to the new location??

Jeremy,

	<p>Jeremy Horton Technology Support Specialist Information Technology Cerro Coso Community College 3000 College Heights Blvd., Ridgecrest, CA 93555 P: x5197 F: 760.384.6153 www.cerrocoso.edu • jhorton@cerrocoso.edu</p>
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From: Leah Maxwell
Sent: Thursday, July 5, 2012 8:42 AM
To: Jeremy Horton
Subject: RE: G Drive Migration

Jeremy,

The G drive does need to be read access for anyone who needs to see registration, class information, or rosters for community ed classes. I would assume that would be all but we can discuss it if need be. I am available at your convenience.

Leah Machele Maxwell

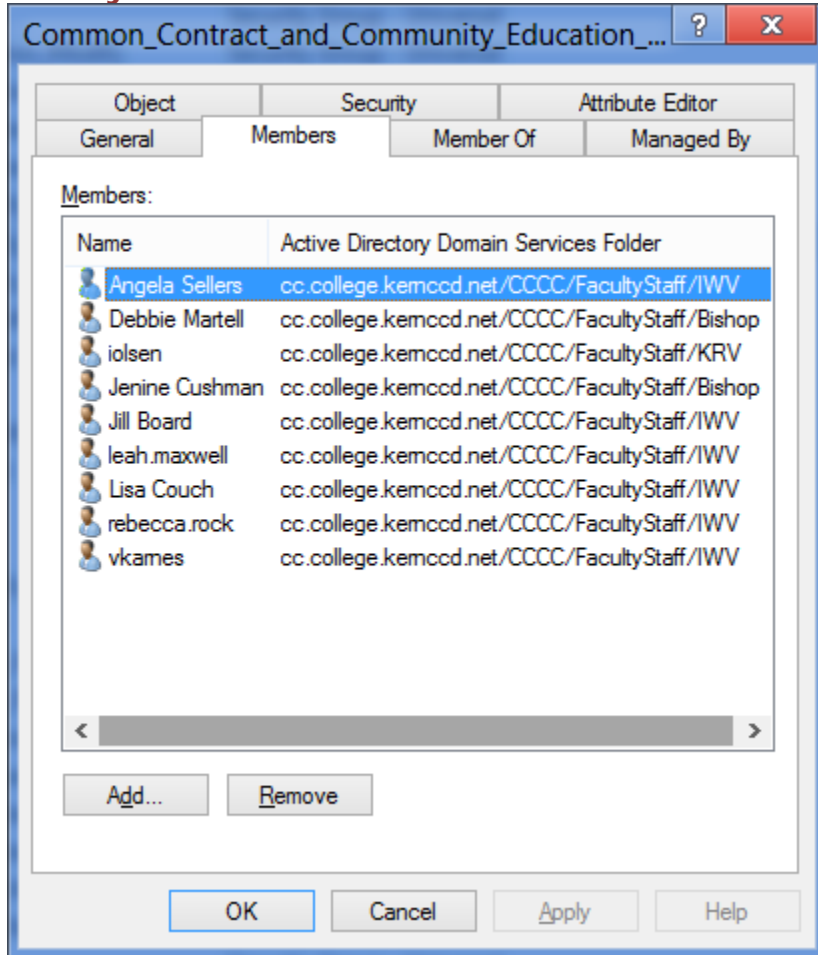
From: Jeremy Horton
Sent: Monday, July 02, 2012 11:37 AM
To: Leah Maxwell
Subject: G Drive Migration

Hi Machele,

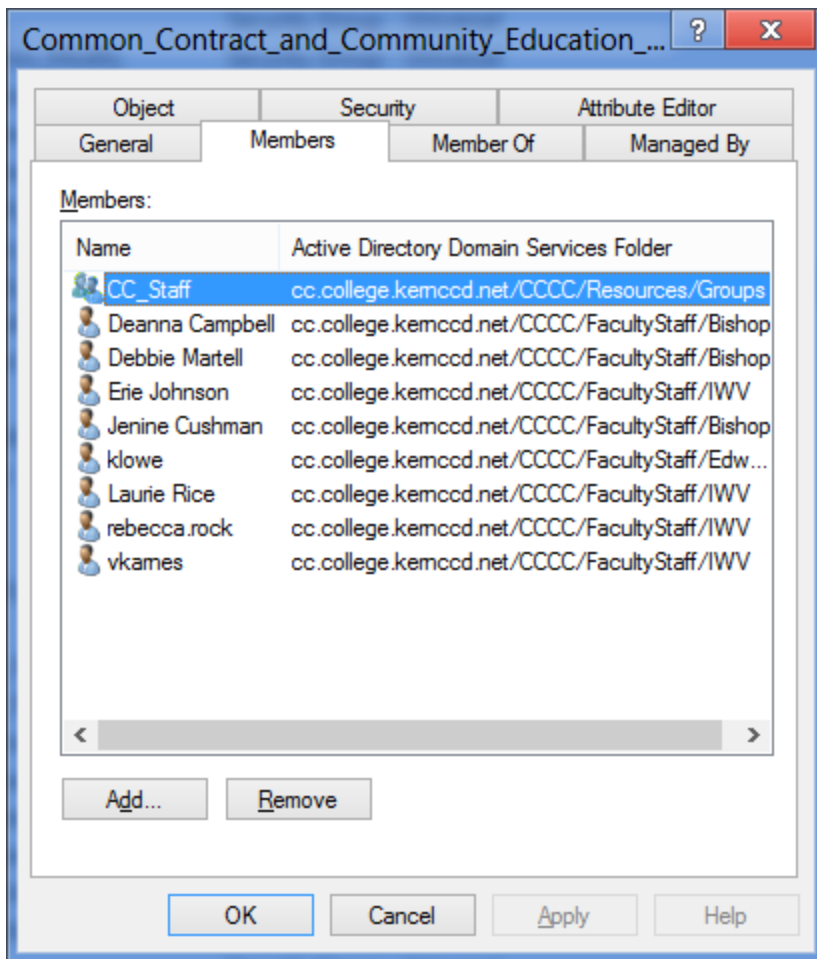
Cerro Coso is migrating all data from the G drive to a new folder structure. You'll notice it under a new mapped drive on your computer called the M drive. Please let me know when a good day and time is that we can meet and migrate your dept.'s data to the new

location?? Also I noticed that currently the Contract and Community Ed folder has all staff as read access. Is this something that needs to remain or can we remove that access. I also would like to know who needs modify access to the folder. Here are screen shots of the current permissions. Thank You

Modify Permissions



Read-Only Permissions



Jeremy,



Jeremy Horton | Technology Support Specialist
 Information Technology
 Cerro Coso Community College
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Information Technology Manager
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760-384-6159
michael.campbell@cerrocoso.edu

From: Jeremy Horton
Sent: Friday, July 06, 2012 12:16 PM
To: Michael Campbell (michael.campbell@cerrocoso.edu)
Subject: Accreditation G Drive Documents

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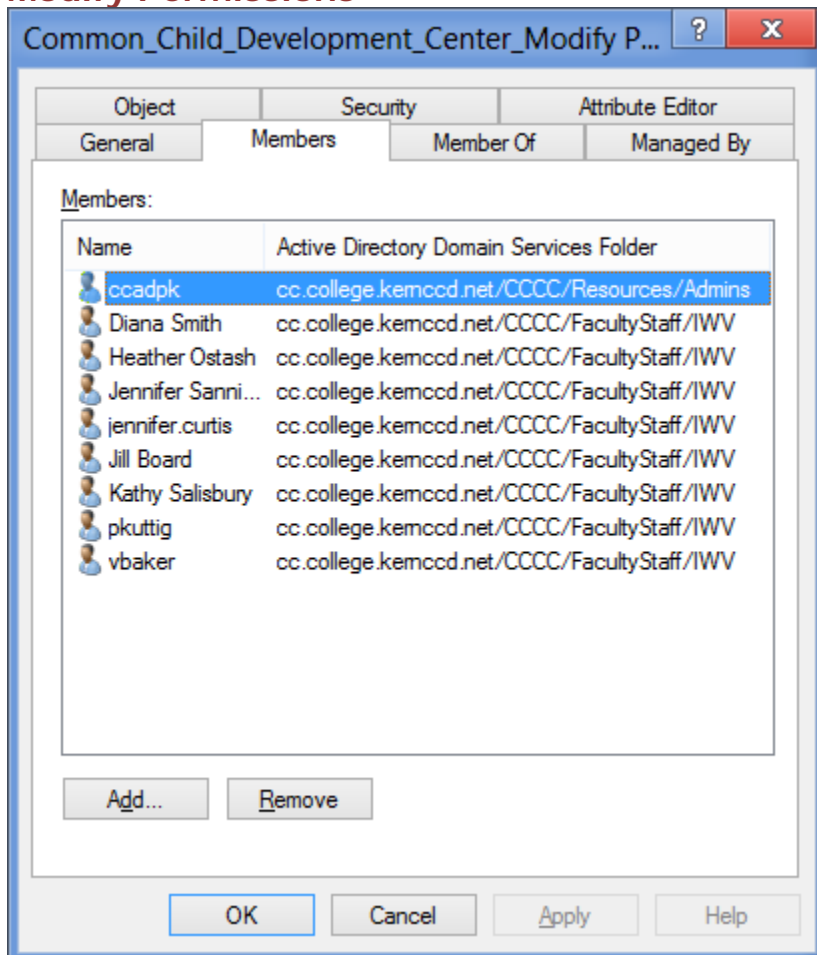
Michael Campbell

From: Jeremy Horton
Sent: Monday, July 02, 2012 2:06 PM
To: Jennifer San Nicolas
Subject: G Drive Migration

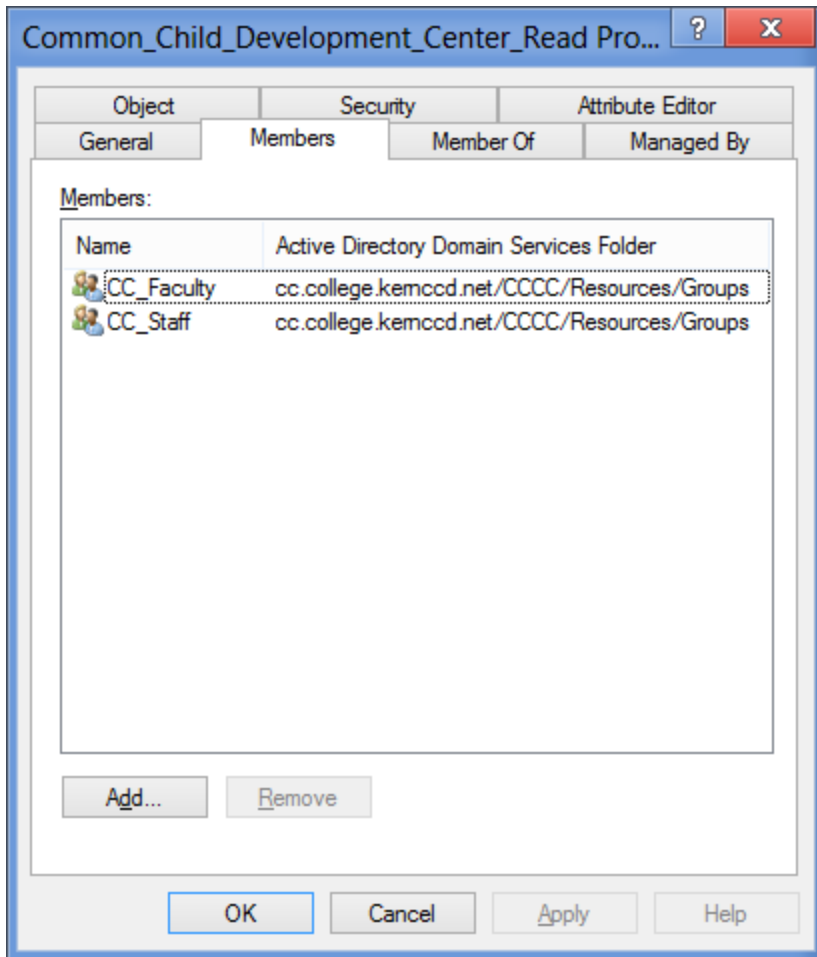
Hi Jennifer,

Cerro Coso is migrating all data from the G drive to a new folder structure. You'll notice it under a new mapped drive on your computer called the M drive. Please let me know when a good day and time is that we can meet and migrate your dept.'s data to the new location?? We'll need to change the location of the Childcare software mapped drive as well. Here is a screenshot of the current permissions. Please let me know if anything needs to change?? Thank You

Modify Permissions



Read-Only Permissions



Jeremy,

	<p>Jeremy Horton Technology Support Specialist Information Technology Cerro Coso Community College 3000 College Heights Blvd., Ridgecrest, CA 93555 P: x5197 F: 760.384.6153 www.cerrocoso.edu • jhorton@cerrocoso.edu</p>
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Michael Campbell

From: Jeremy Horton
Sent: Monday, July 02, 2012 12:19 PM
To: Corey Marvin
Subject: G Drive Migration

Hi Corey,

Cerro Coso is migrating all data from the G drive to a new folder structure. You'll notice it under a new mapped drive on your computer called the M drive. Please let me know when a good day and time is that we can meet and migrate your dept.'s data to the new location?? Please let me know if anything needs to change?? Also I created a folder under College Documents called Accreditation Evidence which Jill would like to remain named for all accreditation documents. What I need to know is do you want to migrate all the accreditation documents from the current G Drive to the new one or wait till accreditation is over due to the fact that the migration would need to be coordinated through numerous individuals for access to the same repository??

Jeremy,

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Michael Campbell

From: Jeremy Horton
Sent: Monday, July 02, 2012 11:22 AM
To: Jill Board; Corey Marvin; Heather Ostash (hostash@cerrocoso.edu); Gale Lebsock
Cc: Kathy Salisbury (ksalisbu@cerrocoso.edu); Tammy Kinnan (tkinnan@cerrocoso.edu); Crystal Leffler; Jennifer Curtis (jennifer.curtis@cerrocoso.edu)
Subject: G Drive Administrative Folders

All,
I just wanted to let you know that under the new G drive or currently known as the "M" drive during the migration process, you'll notice that IT created folders under your respective departments called President, Vice President (Academic Affairs), Vice President (Student Services), and Director (Administrative Services) which is for you to use for your documents that need to be accessed by those whom you request, example: Administrative Assistants and so forth. Hope this helps and let me know if anything needs to change.

Jeremy,

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Michael Campbell

From: Jeremy Horton
Sent: Wednesday, June 27, 2012 8:26 AM
To: Jennifer Curtis (jennifer.curtis@cerrocoso.edu)
Subject: FW: G Drive

Hi Jennifer can we schedule a day and time for Jill and myself to meet to go over the G drive?? I'll be gone the week of the 9th (District Office) so anytime other than that I will make myself available.

Jeremy,

	<p>Jeremy Horton Technology Support Specialist Information Technology Cerro Coso Community College 3000 College Heights Blvd., Ridgecrest, CA 93555 P: x5197 F: 760.384.6153 www.cerrocoso.edu • jhorton@cerrocoso.edu</p>
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From: Jill Board
Sent: Tuesday, June 26, 2012 6:02 PM
To: Jeremy Horton
Cc: Jennifer Curtis
Subject: RE: G Drive

Hi Jeremy,
Jennifer will contact you and find time during the week of July 9th for you and I can meet.
Jill

From: Jeremy Horton
Sent: Tuesday, June 26, 2012 1:21 PM
To: Jill Board
Subject: G Drive

Hi Jill,
I just wanted to touch base with you and see if there was a day and time available for us to meet and go over the new G drive migration??

Jeremy,



Jeremy Horton | Technology Support Specialist

Information Technology

Cerro Coso Community College

3000 College Heights Blvd., Ridgecrest, CA 93555

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Michael Campbell

From: Valerie Karnes
Sent: Tuesday, June 05, 2012 5:03 PM
To: Jeremy Horton; Corey Marvin
Subject: RE: G Drive Access

I am available.

Valerie

Valerie Karnes
Dean

Career Technical Education (CTE)
Cerro Coso Community College

3000 College Heights Blvd.
Ridgecrest, CA 93555
(760) 384-6258

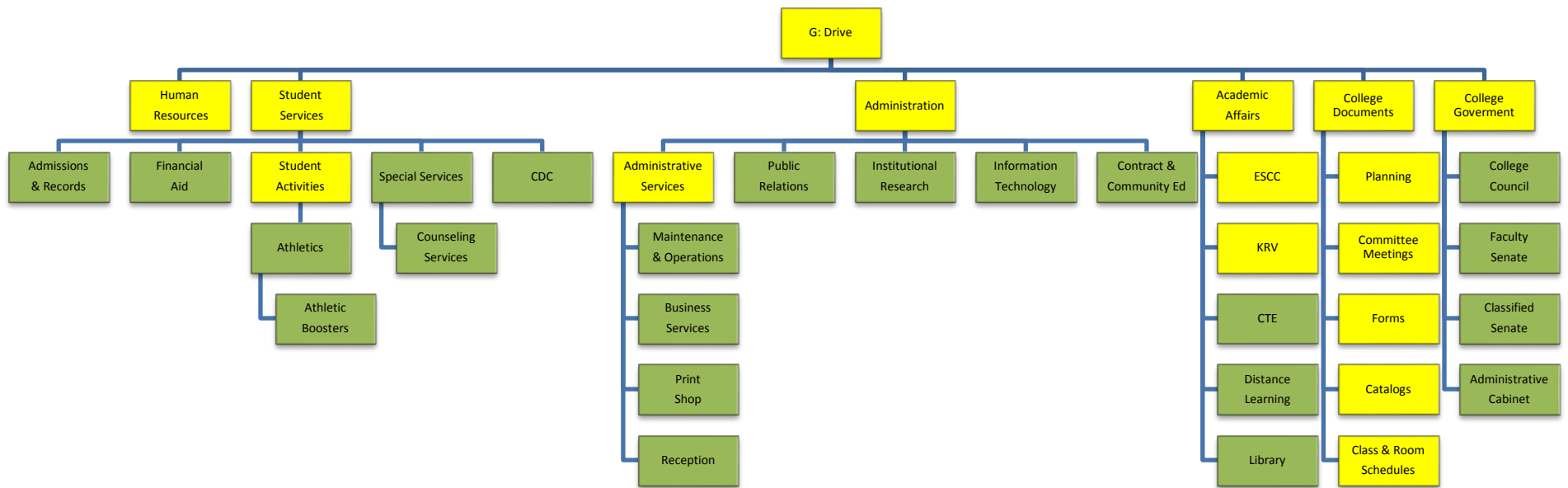
From: Jeremy Horton
Sent: Tuesday, June 05, 2012 4:14 PM
To: Corey Marvin; Valerie Karnes
Subject: G Drive Access

Corey & Valerie I'd like to know if you both have a few minutes sometime in the near future that we can get together to go over the new structure of the G Drive. Specifically I need to know who gets access to the Academic Affairs folder and sub folders (which has CTE, Distance Ed, Library, ESCC, and KRV) and the structure of the other site folders. If we can go over this and I can ask some questions that will help me to complete the Academic Affairs Folder. Thanks

Jeremy,

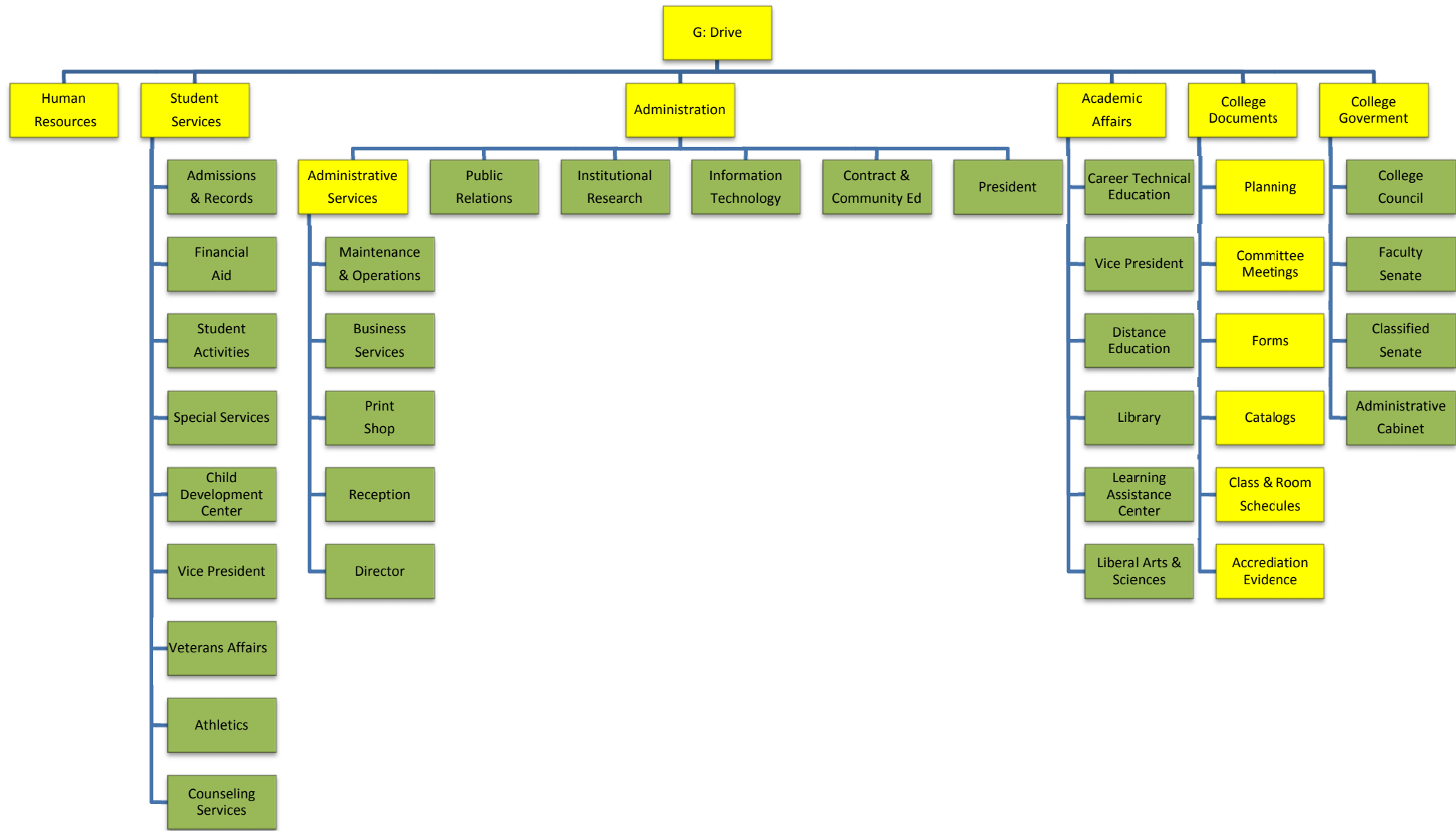
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Yellow = Read Only

Green = Full Control by department



Yellow = Read Only

Green = Full Control by department



Administrative Cabinet Advance

Minutes

June 4, 2012

Heritage Clubhouse

8:00 a.m.

Attendance:

Jill Board, Mike Campbell, John Daly, Erie Johnson, Gale Lebsock, Clint Dougherty, Corey Marvin, Heather Ostash, Charles Osteen, Deanna Campbell, Natalie Dorrell, Lisa Couch, Jennifer San Nicholas, Dave Cornell, Valerie Karnes, Paula Suarez, Kim Kelly-Schwartz, Mary Anne Arnold, Jennifer Curtis

I. Discussion Items

G Drive Restructuring –Mike Campbell

Mike Campbell presented a restructuring of the G Drive folders. The folders have been arranged in a more logical order:

- Human Resources
- Student Services
- Administration
- Academic Affairs
- College Documents
- College Governance

The handout provided was color coded indicating those that are “read only” folders and those that are controlled by the department heads. File folders can be added to the read only folders so that information can be added. It was explained that the G Drive cannot be accessed via the Luminous Portal at this time and that all Groups on the Luminous Portal should be added to the G Drive.

The following suggestions were made:

- Have a breakdown of the different campuses for areas such as M&O.
- Include a Site Map
- Add College Council to the College Governance folder

If a specific need arises, contact Mike Campbell to discuss.

Action Items:

Mike Campbell will make changes immediately and work with the respective areas to move items to folders. Completion Date: December 2012



Bakersfield College
Cerro Coso Community College
Porterville College

Phase II help Desk – Mike Campbell

Effective Thursday, all calls will be handled through the company Blackboard including campus calls. Blackboard can assist callers in the following areas:

- Hardware
- Software
- Banner

Blackboard does not have all permissions yet but as time goes on their permission levels will change and they will be able to assist without having to escalate to the campus level. The goal is to not have calls routed to Rosemary Lopes or Carl Bowman any longer.

By mid-July, a self-ticketing system will be in place so employees can request media carts and computer equipment without having to call the Help Desk.

Action Items:

Mike Campbell will send out an email announcing the next phase of the Help Desk. Completion Date: Thursday, June 07, 2012.

School Dude Presentation – John Daly

School Dude is an online work order system that M&O implemented today. School Dude can be accessed through insideCC under Employee Forms.

John Daly provided a demonstration on how a work order should be submitted. If needed, diagrams could be attached to the work orders. Training will be provided to the sites since they will have signing authority. Training will also be provided to faculty on Flex Day.

If an emergency arises, employees are to call Maintenance & Operation immediately then enter a work order after the emergency has been handled. All special events will also be routed to IT.

Action Items:

John Daly will add Mike Campbell to the list so he will receive special event requests. Completion Date: June 4, 2012

Accreditation – Corey Marvin

The draft copy of the Accreditation document was sent to the Chancellor and the Board of Trustees Accreditation subcommittee for review on April 24, 2012. Corey Marvin met with the Board of Trustees Accreditation subcommittee and received positive feedback on our document. Some changes were recommended to the way we presented the

college data. Vice Chancellor, Jane Harmon, suggested we take a look at our action items. She felt some of them may trigger the visiting team to unnecessarily investigate them.

A notice was sent out to our community requesting comments on our Accreditation document. Only one comment from our community was received and that was a typo on one of our pages. It was decided that we need to familiarize our internal community with the document and the process.

A handout was provided with the summary of actionable improvement plans. It was suggested to remove the bullets from the following standards:

- I.B.3
- I.B.5
- II.A.3.b
- II.B.2
- II.C.1
- III.D.1.a
- III.D.1.d
- III.D.3

It was noted that the 2006 Accreditation Self Study included 107 action items. As of today, the 2012 Self Evaluation has 35 and we have already removed some of them.

Golf Tournament – Dave Cornell

The gold tournament is scheduled for June 22, 2012 at the China Lake golf course. Dave Cornell would like to have Classified employees work at the event. Clint Dougherty indicated there may be a few scenarios to consider before asking for Classified volunteers:

- Would the employees feel obligated to volunteer
- Would the supervisors feel pressured to give their employees the time off

It was decided that the volunteers should be made up of managers, alumni, foundation members and students. If classified want to help they will need to take comp time or vacation.

The following positions have been filled:

Check –in, cashier and hand out bags 6:30a.m.-7:00a.m.

1. Erie Johnson
2. Kim Kelly-Schwartz
3. Natalie Dorrell(will take care of the cash boxes)
4. Mike Campbell
5. Jill Board

Putting green 7:00a.m.-8:00a.m.

1. Gale Lebsock
2. Charles Osteen

Pot of gold, Hole 8 & 17

1. Valerie Karnes
2. Valerie Mclaughlin
3. Heather Ostash
4. Brandy Lance

Pot of Silver, Hole 8 & 17

1. Corey Marvin
2. Natalie Dorrell
3. Brandy Lance
4. Todd Middleton

Raffle

1. Kim Kelly-Schwartz
2. Jill Board
3. Dave Cornell

Students are not allowed to handle the money. The Golf Clubhouse will be providing a barbecue and also be in charge of the drink cart.

To date we have 10 teams committed to golfing. Any help in getting donations would be greatly appreciated.

Action Item: Natalie Dorrell will send out an email to cc_managers to let everyone know how they can access the base if they do not have a pass. Completion Date: June 11, 2012

Integrated Planning – Jill Board

President Board facilitated the creation of an integrated planning calendar for 2012-2013 identifying all District and College meetings including end of term celebrations. It was suggested that all committees create meeting protocols and expectations that they will abide by.

Committees will develop meeting protocols and expectations that address:

- Using time effectively
- Sending out documents ahead of time to review prior to the meeting time
- Everyone has a responsibility to make sure the meetings are moving forward
- Set an expectation for the group at the meetings

For the good of the order:

June 5, 2012, President's Cabinet meeting will begin at 9:00a.m. at Desert Valley's Credit Union Community Resource room.

II. Future Meeting Dates:

July 2, 2012
August 7, 2012 - Advance
September 10, 2012
October 1, 2012
November 5, 2012
December 3, 2012
January 7, 2013- Advance
February 4, 2013
March 4, 2013
April 1, 2013
May 6, 2013
June 3, 2013

III. ADJOURNMENT 5:07p.m.