

# Information Technology Strategy Council

## Agenda – 2/11/14

### Projects

- IT Audit Prioritization
- Exchange vs. Office 365
- EC/BOT Update

### Planning / Organization

- ITSC Membership
- IT Organizational Structure
- IT Strategic Plan

### Standards / Policies

- Electronic Devices
  - Cell Phones (Policy)
  - Computers/Printers
  - Operating Systems/Applications
- Data Access
  - Internet Usage Agreement
  - VPN Access
  - Data Security (FERPA, Best Practices)
  - High Availability/Disaster Recovery
  - File Shares
- Email
  - Acceptable Use
  - Student Email
  - Employee Email
  - Mailbox Standards
- Physical Security Systems (Risk Management)
  - Building Security
  - Emergency Phones
  - Fire Alarms
  - Radio Circuits
  - Rapid Alert / Duress Systems
- Service Level Agreements (SLA)

### Other Items

Next Meeting	Date	2/28/14
	Time	8:30-11:00
	Location	AD-109

## Information Technology Strategy Council Meeting

Friday, December 6, 2013

2:30 p.m. – Digital Library 409, Riverside City College

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### Minutes

#### **Members Present:**

Rick Herman (D)  
Damon Nance (N)

Norm Godin (M)  
Gloria Aguilar (recorder)

Beth Gomez (N)

**Absent:** Felipe Galicia (M), Noemi Jubaer (S), Ruth Leal (N) John al-Amin (R)

**Note:** Amber Casolari (R) has been added to the committee to replace Janet Lehr (R)

#### **Handouts (attached):**

Agenda

**Past Meeting Minutes:** *Rick Herman*

#### **Welcome and Old Business:** *Rick Herman*

Rick stated that a re-assessment of the IT Audit Priority list needs to be conducted by the ITSC members due to various reasons such as: verify if priorities listed are still valid, College technology needs may have changed, and items on the list may have been completed and/or are no longer needed. The members agreed that a re-assessment of the list is needed.

The members finished discussing and designating responsibility to the remaining 22 items on the list. The members agreed that updating the recommendation is needed when re-assessing the list.

It was noted by Rick that some of items listed will fall under Physical Security and Mike Simmons is responsible for this area. The ITSC members will still discuss these items and will invite Mike Simmons to these meetings for discussion.

The members agreed that they will need to establish goals from the list and will prioritize the items; this list will help to guide the members in accomplishing the IT Audit.

#### **Other Items Discussed:**

- **2014 Meetings -** The ITSC members agreed that a monthly meeting with an extended timeframe is preferred rather than meeting twice a month. It was also agreed that it would be best to meet on the same day as DBAC meetings. Gloria will work with Rachelle Arispe to schedule the ITSC meetings and will send out meeting invites.

- **Student Representative** – The current student representative has not been able to attend the last few meetings. The group agreed to have the Vice Presidents of Student Services of each College select a student to represent their College on the council. Rick shared with the group that these student representatives have multiple meetings to attend and may not always be present. Therefore, if the ITSC had a student from each College, this would increase the likelihood of having a student present at the meetings.

**Action Items / Next Meeting Topics:**

- **# 49 Video Conferencing** – The ITSC members requested a list of all the available video conferencing rooms throughout the District. Gloria will provide this list at the next meeting.
- **# 65 IT Standards for Construction** – The ITSC members requested to review this document.

Meeting adjourned at 4:33 p.m.

Next Meeting:            **Meeting dates will be established for 2014**