

# Information Technology Strategy Council

## Agenda – 2/28/14

### Projects

- IT Audit Prioritization
- EC/BOT Update

### Standards / Policies

- Cell Phones
- VPN Access

### Other Items

Next Meeting Date	3/28/14
Time	8:30-11:00
Location	DL-409

## Information Technology Strategy Council Meeting

Tuesday, February 11, 2014  
2:00 p.m. – Digital Library 409, Riverside City College

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### Minutes

#### **Members Present:**

Rick Herman (D)  
John al-Amin (R)

Beth Gomez (N)  
Gloria Aguilar (recorder)

Norm Godin (M)

**Absent:** Damon Nance (N), Felipe Galicia (M), Noemi Jubaer (S), Ruth Leal (N)

**Note:** Chris Carlson (D), and Julio Cuz (M) have been added to the ITSC.

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

Agenda, 12/6/13 Meeting Minutes, 'Draft' Status Report, and RCCD Video Conference Locations list

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

12/6/13 meeting minutes were distributed at the meeting; these meeting minutes may be located on the ITSC Wendy shared drive folder.

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

Rick welcomed John al-Amin to the ITSC and provided a brief background history of the committee.

Norm requested to add an item to the agenda; he would like to discuss the recent upgrade to the telephone system and how it impacts the Automated Attendance System and the future of it.

ITSC future meetings are scheduled through June 2014; they follow the DBAC meeting schedule.

It has been suggested that the ITSC group provide an update status report of progress to Executive Cabinet. The last IT Audit update was given about December 2012 by the IT Implementation Committee.

#### **Projects (refer to handout):** *Rick Herman*

- **Exchange vs. Office 365** – RCCD is currently experiencing mailbox size issues (running out of space); two options are available, option one is an upgrade to the existing Exchange system and option two is to move to Office 365. Rick shared that the recent telephone system upgrade cannot be completed and the Unified Messaging issues cannot be resolved until either option one or two occurs. Following a brief discussion the group agreed to further discuss this matter with all available content so a

recommendation could be made. Rick stated that he would compile a document that will provide all the pros and cons for the two options, short and long term financial impact, current/new services available between the two options, all potential risks, and a list of other Colleges who utilize option two. This will be an agenda item for further discussion.

#### **Planning / Organization:** *Rick Herman*

- **ITSC Membership** – Chris Carlson, Chief of Staff & Facilities Development, has been added to the group per Dr. Azari and Aaron Brown. Julio Cuz, Communications & Web Development Manager, is also co-chair of the MVC Technology Advisory and will also be added to the ITSC.
- **ITSC Organizational Structure** – Rick asked the group if every fall semester, one meeting could be set aside to review the current membership to see if any key players need to be added, to set goals for the group to accomplish, review the groups work for the year, and provide an end of the year report to Executive Cabinet. The group agreed to this idea and would prefer to do this towards the end of the spring term. The suggested timing would line up with the Colleges Program Review timeframe; this will allow the Colleges to possibly implement the goals into their Program Review when preparing for the next school year.
  - **'Draft' Information Technology Audit Status Report** – The original intent was to provide this to one of the Colleges that requested an update of the ITSC IT Audit. Rick suggested that the group could utilize this as a reporting mechanism to update Strategic Planning, Technology Advisor Groups, and other committees along with Executive Cabinet and the Board of Trustees as to what was accomplished for the year. This document could be provided annually or as requested. The group agreed to the new report format, and was asked to review the document and provide any input, changes, or recommendations.
    - **Norm** – third page, area 'Next Steps', add the word "District".
    - **Beth** – page two, area "12 Key Considerations", add "Grants" to the list.

#### **Standards / Policies:**

- **Cell Phone Policy** – The group feels that this topic needs to be reviewed thoroughly and a policy should be established. In order to appropriately establish and recommend a policy the group will need: a list of all current users, current total cost of cell phones, sample stipend plans that are being utilized from other Colleges, a cost comparison of stipend plans vs. current RCCD cell phone related costs, review the cost comparison plans, create a matrix of cell phone users, and review the 'draft' of the Cell Policy that was created by the previous Information Services, Associate Vice Chancellor. With all the proper material, research and legal input the group then could establish and recommend an appropriate policy for possible adoption by RCCD.
- **Building Access** - Norm requested that 'Building Access' should be included with Physical Security Systems.

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

- **RCCD Video Conferencing** – The list was provided by Gloria; Norm stated that a room may be missing for MVC; he will verify and let us know.
- **Virtual Desktop Infrastructure (VDI)** – A discussion on this topic should begin soon if this is an option the District considers moving toward in the future. Area experts from Network will be brought in to discuss the financial and security aspects and the accessibility benefits of VDI. This topic was discussed as it relates to storing and securing highly confidential information on RCCD equipment.

**Action Items / Next Meeting Topics:**

- **Cell Phone Policy** – A copy of the ‘draft’ Cell Phone Policy, a list of current users, and the cost of the cell phones will be uploaded on the ITSC shared drive folder.
- **VPN Access** – The group requested a current list of VPN users; the list will be reviewed, will discuss the potential risks of VPN access, determine who needs access and begin establishing standards and policies for obtaining VPN access. A list of the current users will be uploaded on the ITSC shared drive folder.

Meeting adjourned at 3:37 p.m.

Next Meeting:           2/28/14           8:30 a.m.           AD 109