

**IT Strategy Council
Agenda
12/19/14**

District Technology Plan Review - Group

- Overview
- Continuity
- Technology Use Model
- Funding
- Accreditation Response

Microsupport/IMC - Group

Web Development – Julio Cuz

Other

Next Meeting



RIVERSIDE COMMUNITY
COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Information Technology Strategy Council Meeting

Friday, October 24, 2014

8:00 a.m. – Digital Library 409, Riverside City College

Minutes

Members Present:

Rick Herman (D)

Henry Bravo (R)

Chris Carlson (D)

Gloria Aguilar (recorder)

Beth Gomez (N)

Ruth Leal (N)

Julio Cuz (M)

Norm Godin (M)

Damon Nance (N)

Felipe Galicia (M)

Absent: Mazie Brewington (R), Amber Casolari (R),

Note: Henry Bravo sitting in for Amber Casolari

Handouts (attached):

Agenda, 7/31/14 Meeting Minutes

Past Meeting Minutes: *Rick Herman*

7/31/14 minutes reviewed – change was requested by Ruth Leal, the word Tech Chair to representative or another similar word. ~~Minutes approved by Ruth Leal.~~ Motion to approve minutes by Ruth Leal and Norm Godin.

Welcome and New / Old Business: *Rick Herman*

Data Access & Security Taskforce Update – a taskforce was created and included all constituents of RCCD. The taskforce was tasked to identify, clarify and clean up policies and procedures, locate data and move to secure more locations, develop policy for encrypting data. This information was reported back to the Chancellor and Executive Cabinet. The report is accessible via the ITSC shared folder. An ongoing committee was developed the membership includes Rick Herman, Ruth Adams, Skip Berry and Mike Simmons. This group will report to ITSC and is scheduled to meet 11/1/14.

Technology Request Form – Shared interactive forms that were developed by NC, the forms are multipurpose; they collect data for future planning and for capturing information for inventory purposes, allow end users to obtain quotes for computers / software and will prepare end users for total cost of ownership.

Questions were asked and feedback was given of the form was given from the group. It was recommended before inputting the form into FootPrints that a thorough beta testing stage occurs with end users at NC. This will help to determine what fields and workflow will be best to meet their desired goal.

The form was given permission to begin being used by the Microcomputer staff at NC.

District Technology Plan – The subgroup consisted of representatives from each college technology committee; they met and developed a District Technology Plan that blended in the colleges' technology plan, the district strategic plan and the IT audit plan. The draft of the District Technology Plan was shared with the ITSC group for feedback, it was recommended that the draft plan be shared with each of the college's technology committees for their review and input.

Technology Refresh Plan – It was agreed that developing a funding source to fund the technology refresh plan is needed. Object code 5421 was developed and could be duplicated and modified and establish a per head technology fee, a student technology fee, and also a charge grants and services on the colleges a fee as well. Then the colleges could review their plans, create a replacement plan and begin discussing the details.

Disaster Recovery Plan – Rick presented that each college develop a business continuity plan and then develop a Disaster Recovery Plan that will align with each colleges plans. Rick asked the group to think about this approach. If agreed, Rick could draft up a Disaster Recovery Plan for the group to review.

Committee Structure - All college and district committee are under review for membership, structure and reporting. No results have been received for the ITSC. The ITSC now reports to the District Strategic Planning Committee.

Other Items Discussed:

Surveillance Cameras – Questions of surveillance cameras functioning status was asked by Norm. Both Chris and Rick stated that the Risk Management, and Data and Security Taskforce were reviewing this from an operational standpoint. Chris stated that she would follow-up on this.

Moreno Valley Job Descriptions – Created a department, Technology Support Services, and have developed job descriptions that will provide coverage for areas of need. The two departments that are objects of merging are Instructional Media Center and Microcomputers of Information Services. The group discussed the job descriptions and provided input as well as discussed their plan. The group agreed this plan can move forward, Norco College is going to begin discussing this plan at their college.

Action Items / Next Meeting Topics:

- The subgroup will meet again. A meeting invite will be sent out.
- Rescheduling of the next ITSC meeting.

Meeting adjourned at 10:41 a.m.

Next Meeting: 11/26/14 1:00 p.m. DL-409 (RCC)