Information Technology Strategy Council
Agenda – 3/6/15

Minutes – review and approve

Old Business

New Business

1. Microcomputer Support Recommendation

2. Technology Plan
    a. Accreditation Response
    b. Continuity Plan
    c. Refresh Plan
    d. College Approvals

3. Cell Phone Policy

4. Footprint Work Order
    a. Facility
    b. Telephone

Other Items

Next Meeting   Date   3/27/15
                       Time   8:00 a.m. - 10:00 a.m.
                       Location   DL-409 (RCC)

Information Technology Strategy Council
Meeting
December 19, 2014
8:00 a.m. – Digital Library 409, Riverside City College

Minutes

Members Present:

Rick Herman (D)	Beth Gomez (N)	Norm Godin (M)
Chris Carlson (D)	Ruth Leal (N	Damon Nance (N)
Mazie Brewington (R)	Julio Cuz (M)	Felipe Galicia (M)
Gloria Aguilar (recorder)		

Absent: Henry Bravo (R), and Amber Casolari (R)

Note: Guest – Darren Dong, Director of Web Development (District)

Handouts (attached):
Agenda, 10/24/14 Meeting Minutes

Past Meeting Minutes: *Rick Herman*
Chris Carlson moved to approve, Norm Godin seconded and the committee approved the minutes of October 24, 2014.

Welcome and New / Old Business: *Rick Herman*
Agenda - Motion to amend the agenda was requested by Norm, the request to have 'Old Business' added for follow-up discussion. It was agreed by the group and Rick stated that this item will become a standard for future agendas.

Guest - Darren Dong will be present at 9:30 a.m. Julio requested his attendance for 'Web Development Servers' discussion.

District Strategic Technology Plan (DSTP) – the subgroup from the ITSC met separately over the past few months to create the DTP. At the moment, both MVC and NC have presented the DSTP draft to their respective Technology Advisory Groups (TAGs) for input. As of today, we are unsure of the status for RCC and when their next meeting is scheduled. The group reviewed the DSTP and provided input for any changes and/or recommendations.

Beth suggested that financial sustainability needed to be incorporated into the plan and it needs to integrate with Program Review. Discussion of long and short term funding source ideas for replacement / refresh plan were discussed; suggestions for a charge per employee (FTE), Student Technology Fee, future bond measures and leases were suggested as possibilities to research.

A point was shared that the DSTP needs to integrate with district Program Review. The two documents should work together to achieve district and college goals.

Rick will begin crafting the Accreditation response and he will share with the group for their review and input via email.

Disaster Recovery Plan (DRP) – Disaster Recovery Plan needs to include Technology Business Continuity Plan which needs to integrate with Facilities and Resources. The DRP plan will need to go beyond earthquakes and fires; the DRP should include redundancy, off-site data storage and other critical areas.

Rick provided a few examples: if a building burns down or if a building is severely damaged during an earthquake or lightning strikes and damages all the electrical – regardless of the type of disaster. Should a building or campus be deemed unusable, where will the classes be held? Off-site in the community, will the classes go hybrid or will portable buildings be brought in? The data being secured off-site is also of concern.

These two plans need to work together in order to be successful. Information Services is working on shoring up and completing a full redundancy for all district and college locations as well as securing a data protection plan.

Web Development Servers - MVC is experiencing end of life on share point servers. Norm wanted to understand how NC and RCC are supported by District and MVC is not. Darren provided the background information on the share point history for each college. Darren shared his current circumstances and understands the dilemma MVC is under. Rick stated that the MVC issue will not be resolved today and that he will need to work with Darren as this matter is similar to others within the District. This matter will need to be further discussed.

Other Items Discussed:
- **Office 365 –** Timeline and implementation plan was requested. Rick stated at the moment he is unable to provide this information and that a meeting is scheduled in January with a vendor to discuss all the details that relate to this project. Once the meeting is held, he will have an idea of a timeline and implementation plan. Rick did state that training will be provided when ready to roll out.

- **Surveillance Cameras –** Norm stated that Chris Carlson was going to provide a follow-up on the surveillance cameras. Chris Carlson departed the meeting early and was not present to provide any information when this topic was brought up.

- **January Meeting –** Rick will be on vacation for the 1/23/15 meeting, the group decided that 1/16/15 will work best. A meeting invite will be sent out for the new date.

Action Items / Next Meeting Topics:
Meeting adjourned at 10:19 a.m.

Next Meeting: 1/16/15   8:00 a.m.   Location (TBD)