

Information Technology Strategy Council

Agenda – 4/24/15

Review and Approve

1. Agenda (4/24/15)
2. Minutes (3/27/15)

Old Business

1. Microcomputer Support Recommendation
 - a. Technology Manager Job Descriptions
 - b. Transition Plan
 - c. Computerland Licensing
 - d. Hardware Repair Vendor
 - e. HelpDesk / Footprints
2. Technology Plan / Accreditation Response
 - a. College Approvals
 - b. Continuity and Refresh Plan Update
 - c. IT Audit
3. ITSC Operating Guidelines – continued discussion
4. Computer Inventory Update

New Business

1. Video Streaming (RCC)
2. Cloud Storage (RCC)

Other Items

Next Meeting	Date	5/29/15
	Time	8:00 a.m. - 10:00 a.m.
	Location	DL-409 (RCC)

Information Technology Strategy Council Meeting

March 27, 2015

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

Minutes

Members Present:

Rick Herman (D)

Beth Gomez (N)

Norm Godin (M)

Henry Bravo (R)

Damon Nance (N)

Julio Cuz (M)

Mazie Brewington (R)

Gloria Aguilar (recorder)

Absent: Amber Casolari (R), Chris Carlson (D), Felipe Galicia (M) and Ruth Leal (N)

Note:

Handouts (attached):

Agenda, 3/6/15 Meeting Minutes, and Composition of the Information Technology Strategy Council Membership,

Past Meeting Minutes: *Rick Herman*

Group reviewed minutes. Norm Godin moved to approve, Beth Gomez seconded and all members approved the minutes of March 6, 2015.

Welcome and Old/New Business: *Rick Herman*

Microcomputer Support Recommendation – The ITSC recommendation went to the DSPC March 13, 2015 meeting and was unanimously voted to move forward to the upcoming April 20, 2015 Chancellor's Cabinet meeting for action. If the recommendation is approved, Rick Herman and Shirley McGraw will work with each college to develop a transition plan.

Technology Plan – Update from colleges:

- Moreno Valley College ~ Dr. Mayo will be approving the plan. The accreditation response has not been approved as of yet.
- Norco College ~ First reading is complete, will begin the next round for approval.
- Riverside City College ~ Mazie stated RCC has approved both the plan and the accreditation response. Evidence will be submitted for RCC.

Rick stated that he is currently working on a Disaster Recovery Plan and will bring back information regarding the development of the plan. Rick spoke with Aaron Brown and was given the okay to develop a District Office Technology Plan. Rick will meet with the Vice Chancellors of the District to assemble the team and will update the group.

Cell Phone Policy – Reviewed a list of Q&A pertaining to the current cell phone structure. The group discussed other electronic devices that are part of the District Cell Phone bill such as iPads and broadband cards. Members stated that they should focus on cell phones for now and then move on to iPads, broadband cards and other devices. We have MSJC information from Beth and will receive information for Merced and Antelope community college from Mazie. Further information and research is needed to develop policy, standards and guidelines for who qualifies for a cell phone, the finance of the equipment purchase and monthly charges, grant funds, and ownership upon separation from RCCD.

ITSC Operating Guidelines (Draft) – Reviewed the draft and membership discussion took place. It was agreed that until the taskforce finishes up and a decision is made by the Chancellor, the current membership will remain as is with voting rights. Other members added will be listed as guests until further notice. Rick will take back information to Aaron Brown and the taskforce reviewing District-wide committees and membership with ITSC's suggestions. Operating procedures were reviewed and approved.

Other Items Discussed:

- **Inventory Database** – John Garcia's access database crashed and Eric from IS was able to help restore the database. The group discussed and expressed their concerns and issues with the current state of inventory control for the District. It was agreed that immediate attention is needed to find a solution that works for all entities. The group decided to reach out to outlining community colleges to see what they have in place and will return to the next meeting with information.
- **Galaxy Approvals** – If Microcomputer Support decentralization moves forward, the approval process for equipment approvals will be adjusted to reflect each College Technology Manager as the approver.
- **Wireless Access** – Access has been adjusted due to recent abuse. In the future, the Colleges would like to be involved and/or notified of what is occurring at their colleges.
- **Computerland Campus Agreement** – Current authorized purchaser is Shirley McGraw for the District. Once Rick and Scott Tracy are able to determine how the District can order their licenses at the discount rate (whether on their own or piggy back with one of the colleges) the recommendation will be that the campus agreements be released to each of the colleges. They will then be responsible for purchasing and maintaining their own campus agreement licenses.

Action Items / Next Meeting Topics:

- **Footprints** – Norm requested Footprints as an agenda item for the next meeting.
- **Inventory** – The group agreed that this needs to be an agenda item for the next meeting.

Meeting adjourned at 10:11 a.m.

Next Meeting: **April 24, 2015** **8:00 a.m.** **Digital Library 409 (RCC)**