

Information Technology Strategy Council

Agenda – 5/29/15

Review and Approve

1. Agenda (5/29/15)
2. Minutes (4/24/15)

Old Business

1. Microcomputer Support Transition
2. Student Technology Fee
3. Technology Plan / Accreditation Response
4. ITSC Operating Guidelines / District Committee Structure
5. Hardware Maintenance RFP (Western Data)
6. Cabling RFP (Telecon)
7. Computer Inventory Update (Asset Management)
8. Cell Phones
9. Video Streaming

New Business

1. 15/16 Project Priorities

Area Reports

1. Data Access and Security Taskforce (DAST)
2. District Office Technology Taskforce (DOTT)
3. Others (Network, Phones/Cabling, Applications, Micro/IMC, Web Development, TAGs)
4. Project Prioritization / Timelines / Updates

Other Items

Next Meeting	Date	6/19/15 (?)
	Time	8:00 a.m. - 10:00 a.m.
	Location	DL-409 (RCC)

Information Technology Strategy Council Meeting

April 24, 2015

8:00 a.m. – Location, Riverside City College

Minutes

Members Present:

Rick Herman (D)	Beth Gomez (N)	Norm Godin (M)
Damon Nance (N)	Chris Carlson (D)	Julio Cuz (M)
Mazie Brewington (R)	Amber Casolari (R)	Gloria Aguilar (recorder)

Absent: Ruth Leal (N), Felipe Galicia (M)

Excused Absence: Henry Bravo (R)

Guests: Stephen Ashby (IMC), Shirley McGraw (IS), Mark Oliver (IS), Kathy Paschke (IS), and Scott Tracy (IS)

Note: Added (1) Video Streaming and (2) Cloud Storage to agenda under New Business. Mazie Brewington moved and Damon Nance seconded to add these items to the agenda for discussion.

Handouts (attached):

Agenda, 3/27/15 Meeting Minutes

Past Meeting Minutes: *Rick Herman*

Group reviewed minutes. Damon Nance moved to approve, Mazie Brewington seconded, one abstention, and all members approved the minutes of 3/27/15.

Welcome and New Business: *Rick Herman*

Video Streaming (RCC) – Stephen Ashby provided a background history of the three departments providing the ‘video streaming’ services which included equipment status (end of life), resources available, purpose of usage, and end users. Indicated that updated hardware, software and licenses for all various areas would not be cost effective for the District. Based on the IT Audit of 2010, consolidation of services was recommended and all three colleges are in agreement to move in that direction.

The members requested additional information for the consolidation, such as cost and a timeline. It was agreed that a detailed proposal needed to be developed and each College will take this back to their respective Technology Advisory Committees (TAG) for further discussion. Stephen Ashby indicated that he would put the proposal together and submit next week. He would be available to meet with the TAG’s if needed.

Cloud Storage (RCC) - Amber shared from the RCC TAG group their concerns regarding cloud storage, remote access, email space, and concerns about loss of data. Departments are expressing an interest in exploring cloud storage and other options available. A third party vendor is providing a demo to RCC TAG on June 1st to discuss in further detail. They would like to know if the District has cloud storage options and/or if these items are being discussed.

Rick shared the vendor ENOW is working with Information Services on the Office 365 project which will address email space and single sign-on for the portal. This should be completed by June 2015. The portal will go live during the summer and training will be provided. The project is in two phases. Phase 1 is to address the immediate issue with email space and remote access. Phase 2 will explore Office 365 free and paid services and other tools. A taskforce will be put together to handle this and report back to the group with their findings.

Old Business: *Rick Herman*

Microcomputer Recommendation – Chancellor's Cabinet reviewed the recommendation, made a change that all were in agreement with and approved the recommendation to move forward and will be effective July 1st, 2015.

Change: The one FTE that was originally proposed to remain as a District employee will now report to Riverside City College (RCC).

A draft job description change for the Technology Manager position was submitted. It was agreed that the Vice Presidents of Business Services will work together in revising the job description and follow the Human Resources process in place.

Computerland: Currently the District budget funds the Microsoft Licenses district-wide. Rick and Scott Tracy will need to speak with the vendor to verify if District can purchase their own licenses at the college discount rate. If not possible, District will need to keep their licenses with one of the colleges, RCC agreed to assist if needed.

Computer Hardware Maintenance Contract: Contract expires June 30, 2015, a Request for Proposal (RFP) was submitted with a condition of year-to-year renewal and a cancellation clause. The intent of this condition was to allow the Colleges and District to adjust during the decentralization period, after the year be able to determine if a District or College contract would be best for all entities. Rick will request each college Technology Manager join the committee to review the bid proposals.

Footprints: The helpdesk employee Steve Bell will be reassigned to begin reporting to Rick Herman effective July 1, 2015. Helpdesk support will remain as a District function.

District Technology Plan / Accreditation Response – Status update on college approvals for both the:

District Technology Plan

Moreno Valley College – Will be approved in May 2015

Norco College – Will be approved in May 2015

Riverside City College – Approved in March 2015

Accreditation Response

Moreno Valley College – Will be approved in May 2015

Norco College – Will be approved in May 2015

Riverside City College – Approved in March 2015

Please forward your college responses (Norco and Moreno Valley) to Gloria Aguilar to forward to the members when done approving. Goal is to have these items be placed as agenda item on the May DSPC meeting.

Continuity and Refresh Plan Update – Provided an update of the Wide Area Network (WAN) the current flow, what is going to happen next and what the final plan is for the District.

ITSC Operating Guidelines – The Chancellor’s team is reviewing all current committees, was informed to carry-on until the results are in. In the meantime, the group stated it was okay for Shirley McGraw, Mark Oliver, Kathy Paschke and Scott Tracy to attend as guests.

Other Items Discussed:

- **R25** – Users are currently experiencing difficulty with R25. Cindy Conley and the consultant are addressing the issues. Updates from the R25 committee will be shared with the ITSC.
- **Computer Inventory Update** – Status update regarding this item was asked. Rick shared that the colleges agreed to contact other community colleges to find out how they are maintaining their computer inventory (homegrown, software information, third party, etc.). Once the information is collected the group will discuss options.

Action Items / Next Meeting Topics:

- Establish a list of high priority projects to accomplish for the next school year.
- Updates / Reports for ongoing projects such as infrastructure, portal, and office 365. This will allow members to report back information to their college committees. Discussion of where to post information will be discussed.

Meeting adjourned at 10:16 a.m.

Next Meeting: **May 29, 2015** **8:00 a.m.** **DL 409 (RCC)**