

Information Technology Strategy Council

Agenda – 9/25/15

Review and Approve

1. Agenda (9/25/15)
2. Minutes (6/8/15)

AVC Report

1. District Strategic Technology Plan Update

Old Business

1. Microcomputer Support Transition
2. Operating Calendar Review (15/16)
3. Project Priorities Review (15/16)

New Business

- 1.

Area Reports

1. Technology Advisory Groups
2. Technology Support Services
3. Information Services
4. VPs for Business

Other Items

Next Meeting	Date	TBD
	Time	TBD
	Location	TBD

Information Technology Strategy Council

Meeting

June 8, 2015

12:00 p.m. – Riverside City College

Revised Minutes

Members Present:

Rick Herman (D)	Amber Casolari (R)	Shirley McGraw (N)
Henry Bravo (R)	Ruth Leal (N)	Damon Nance (N)
Chris Carlson (D)	Julio Cuz (M)	Kathy Paschke (D)
Mazie Brewington (R)	Mark Oliver (D)	Gloria Aguilar (recorder)

Absent: Beth Gomez (N), Norm Godin (M), Felipe Galicia (M)

Handouts (attached):

Agenda, 5/29/15 Meeting Minutes

Review and Approve: *Rick Herman*

Group reviewed agenda. Ruth Leal moved to approve, Amber Casolari seconded and all members approved.

Group reviewed minutes. Damon Nance moved to approve, Mazie Brewington seconded and Chris Carlson abstained, remaining members approved the May 20, 2015 minutes.

Welcome and New/Old Business: *Rick Herman*

- **Operating Calendar (15/16)** – discussed and defined the operating calendar for the group. Verified submission date for Program Review for each college and district to assist in developing the operating calendar.
- **Meeting Dates (15/16)** – the group reviewed the proposed 15/16 meeting dates, which are following the DBAC schedule. November was adjusted due to the holiday and December will be tentatively scheduled. It was agreed to reconvene the group in September. Rick motioned to approve the proposed 15/16 meeting dates, Ruth Leal moved to approve, and Julio Cuz seconded.
 - College timeline plans will be sent to Rick by Amber, Ruth and Julio; Rick will review to ensure that the District and college timeline plans align.

- **Project Priorities (15/16)** – group reviewed the IT Audit Project Status Summary. The group preferred to go over their college priority lists. Rick will cross reference their lists to see if any match up.
 - RCC TAG priority list was shared by Amber Casolari; Moreno Valley and Norco College agreed with their priority list and Moreno Valley added additional items to the list.
 - Please see next page for the compiled College Priority List.

Other Items Discussed:

- Will try to get an update from Michael Simmons' Security Task Force; concerns regarding safety have arisen at RCC.
- Waiting for an update from DSPC regarding committee restructure.
- O365 and Portal will be operating by mid-September in phase one. Training schedule will be developed for after the fall semester begins.

Action Items / Next Meeting Topics:

- The group will review the College priority lists, and prioritize the items for the 15/16 year.
- IT will finish reviewing and updating the IT Audit Project Status Summary.
- Rick will compile College and District timeline plans for the group to review.

College Priorities List

- Global Access
 - Single sign on access to college systems (email, Intranet, Marketplace, Footprints, etc.)
- Live technology support to students (traditional and face-to-face)
- Safety, Emergency Disaster Preparedness and Recovery
 - Update on this topic
- Information flow / reports to all other entities
- Administration Software Training
 - Galaxy, CI Track, Footprints, R25, Web UI, WebAdvisor, and Portal
 - Webinars
 - Prerecorded screen cast
 - How-To video's
 - Training at college locations
- Helpdesk
 - Call-in for assistance for software, hardware, technical vs. only a ticket submission
 - Trouble shooting helpdesk service
 - Technology helpdesk for students
- Improve effectiveness of respective tasks
 - Remote capability
 - Emergency preparedness
 - Expanded helpdesk
- Establish Procedures for
 - Inventory of technology and equipment
 - Electronic records management
 - R25 tracking attendance (ex. paid for attendance)
- Pay-to-Print
 - Contract expires in 15/16 and an RFP is needed
- Redundancy
 - Back up connection
 - Back of data

Meeting adjourned at 1:37 p.m.

Next Meeting: 9/25/15 8:00 a.m. DL 409