

# Information Technology Strategy Council

## Agenda – 11/20/15

### Review and Approve

1. Agenda (11/20/15)
2. Minutes (10/16/15)

### AVC Report

1. None

### Old Business

1. Office 365 Migration (Update)
2. 16/17 Annual Program Review (Update)
3. Video Streaming (Update)

### New Business

1. Web Development / Information Architect groups (Julio)

### Area Reports

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

### Other Items

<b>Next Meeting</b>	Date	1/29/16
	Time	8:00 – 10:00pm
	Location	DL 409

## Information Technology Strategy Council Meeting

October 16, 2015

8:00 a.m. – Riverside City College, AD 109

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### Minutes

#### **Members Present:**

Rick Herman (D)

Julio Cuz (M)

Shirley McGraw (N)

Henry Bravo (R)

Ruth Leal (N)

Damon Nance (N)

Chris Carlson (D)

Mark Oliver (D)

Scott Tracy (D)

Gloria Aguilar (recorder)

**Absent:** Amber Casolari (R), Norm Godin (N), Mazie Brewington, Beth Gomez (N), Felipe Galicia (M), Kathy Paschke (D)

**Guests:** Michael Simmons (D), Sherry Stone (D), Joe Gonzalez (M), Terrie Hawthorne (M), Joe Gonzales (M)

#### **Handouts (attached):**

Agenda, 9/25/15 Meeting Minutes

#### **Review and Approve:** *Rick Herman*

Agenda reviewed, Ruth moved to approve, and Julio 2<sup>nd</sup> to approve.

Minutes reviewed, Damon moved to approve, and Henry 2<sup>nd</sup> to approve

#### **Welcome and New/Old Business:** *Rick Herman*

- **AVC Report** – No report.
- **Security Taskforce Update (Michael Simmons)** – Exante 360 is the company heading up the project with the District. There is a three-phase plan, phase one was completed last summer; they are currently in phase two. Multiple components being addressed: mass notification, active shooter, security systems, training, and security system standards.

Project Overview: identify current equipment and bring to restoration by fixing or repairing (all equipment associated with life safety systems, ex. cameras, emergency phones, fire alarms, and panels); will use existing cameras and systems in place; will not purchase any new equipment at this time; ensure that

all equipment is in operational condition; create security standards; establish responsibility at both college and district level; implement a core security team that will act as the advisory team for any changes to the standards, any upgrades, maintenance, etc. to the system and will work collaboratively with colleges and district; C-Cure is the core system and will not change; evaluate how dispatch responds; planning for today and for the future which includes devising a plan for equipment as it goes offline; systems will be up and running between the end of the calendar year to Jan/Feb of 2016.

Answered Henry's question regarding the condition of the Library cameras and what is the best plan of action to correct them; it was suggested to wait for the company to finish up their work.

Mike stated he can return occasionally to provide updates to the group.

- **Office 365 Migration** – Rick shared a PowerPoint presentation that was presented at the Chancellor's Cabinet and District Strategic Planning Council and approved by Executive Cabinet. The timeline of the fall proposal rollout was approved with one request, for the rollout to occur after the Accreditation visit. The PP will be accessible to the group from the shared drive folder; the group is welcome to share the PP at their colleges and modify the slides for their audience. Email communications will be sent out to the end users describing the steps and deadlines in relations to the rollout of O365. Also a FAQ sheet will be compiled and made available.
- **Administrative Program Review (16/17)** – An earlier submit date was announced and a completed APR is due to Aaron Brown by November 6, 2015. This meeting is the only time the group has to discuss the college priority list due to the new deadline date. The areas of priority are evaluation, communication, training and support. The list will be consolidated and sent out to the group Monday for review and prioritization, the responses will be used to compile the IS 16/17 APR.

It was decided the Pay-for-Print is a college item and not a district matter. Mark Oliver cautioned the colleges to seek Network's input before purchasing a solution to ensure that it will be network compatible.

Norco suggested communicating to the end users when their PC's are updated with software and virus protection through a maintenance calendar. This will hopefully reduce the need to submit work orders for these types of services. Rick stated that this suggestion will be taken to the IS/TSS group for discussion and a communication solution. Mark stated that Vista and XP PC's are still in use and cannot be touched due to being passed their end of life operating ability. Having these PC's removed from usage and replaced is a college responsibility.

Mark stated he can send a report of PC's to the TSS managers; they validate the PC list for their colleges and send the report back to Mark to update the records.

**Other Items Discussed:**

- **Video Streaming Replacement Proposal** – Norco's TAG decision is to not support the costly upgrade presented by Stephen Ashby. TAG believes in the need for the service, they will evaluate the college's needs, explore other tools and select a tool with a lesser price tag. Moreno Valley's TAG had a question, instead of purchasing hardware if going with hosted services is possible.
- **2016 - 2017 Staffing** – Joe Gonzales, asked how this group plays a role in making positions a higher priority. Rick stated in the previous years, the focus was on hardware equipment and infrastructure. This year for 16/17 the priority will be shifting towards staffing needs and the college needs and input should add more weight to the request.
- **Windows 10 Upgrade** – Henry asked if the change-over to Office 365 will clear up any issues and allow the Windows 10 upgrade. Rick said this topic needs to be further discussed at the IS/TSS monthly meeting among the managers. They can verify compatibility and clear up any future issues before rolling out the upgrade to the end users.
- **Phones and Cabling** - A message from Phones and Cabling, current iNASET 240G VOIP phones need to be replaced. These phones are causing a lot of static which is an issue and they need to be replaced by the colleges at a cost of \$175 each.

Norco College has 80 phones  
RCC staff in the new Kane building will receive new phones.  
Moreno Valley College has 60 phones  
District will receive new phones as they move to CAADO

**Action Items / Next Meeting Topics:**

- Will send out email to the group in regards to the ranking college priority items. This input will be used to compile the IS 16/17 APR.
- Kathy Paschke will produce a solid list for each college who need to replace their iNASET 240G phones.

Meeting adjourned at 10:11 a.m.

Next Meeting: 11/20/15 1:00 p.m. DL 409