

Information Technology Strategy Council

Agenda – 2/26/16

Review and Approve

1. Agenda (2/26/16)
2. Minutes (1/29/16)

AVC Report

1. Data Security Communications/Procedures
2. Security Taskforce Update

Old Business

1. Office 365 Migration (Update and Timeline)
2. APR (Support and Training)
3. Cloud Services (on DAST agenda)
4. Infrastructure Expenses (on TSS/IT agenda)
5. Web Development / Information Architect groups (TAGs)
6. Technology Maintenance Calendar

New Business

1. Funding Sources (FTE Charge, Technology Fee, Bond Measure, Cell Phones, etc.)
2. Other

Area Reports

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

Other Items

Next Meeting	Date	3/25/16
	Time	8:00 – 10:00pm
	Location	TBD

Information Technology Strategy Council

Meeting

January 29, 2016

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

Minutes

Members Present:

Rick Herman (D)

Henry Bravo (R)

Mazie Brewington (R)

Gloria Aguilar (recorder)

Julio Cuz (M)

Ruth Leal (N)

Mark Oliver (D)

Shirley McGraw (N)

Beth Gomez (N)

Norm Godin (M)

Absent: Amber Casolari (R), Felipe Galicia (M), Kathy Holstein (D), Scott Tracy (D), Joe Gonzalez (M), Terrie Hawthorne (M)

Handouts (attached):

Agenda, 10/16/15 and 11/20/15 Meeting Minutes

Review and Approve: *Rick Herman*

Agenda reviewed, Norm Godin motioned to approve, and Henry Bravo seconded to approve, none opposed.

10/16/15 minutes, Henry Bravo asked for an update on Security Taskforce from Mike Simmons.

Henry Bravo approved, Beth Gomez seconded and Norm Godin abstained

11/20/15 minutes, Beth Gomez approved, Julio Cuz seconded. Henry Bravo, Ruth Leal and Mazie Brewington abstained

Welcome and New/Old Business: *Rick Herman*

- **AVC Report** – A potential data incident occurred over the holiday break, this resulted in establishing a taskforce to review the incident. The Chancellor is requesting ITSC recommend members from each college to be on the Data Access and Security Taskforce (DAST). Rick requested recommended name for each college to be sent to him. The next scheduled meeting is on 2/16/16 at 1:00-3:00 p.m. in room 343 at Spruce Street.

- **Office 365 Migration (Update and Timeline)** – Finishing up some needed infrastructure work with the vendor (SQL servers, and voicemail server grade). A meeting is scheduled for later today and will determine what steps are left before moving forward with the one week test group of IS and TSS. Once the test group is satisfied, the migration of employee accounts will begin.

Feedback from Phase one triggered the need to communicate information in a different manner with more details.

Timeline – after the scheduled vendor meeting, an email with an update of the timeline will be sent to the group. The next email will be sent out after 2/5/16 and will utilize specific listserv accounts for faculty and staff.

Henry requested updated information for the Mr. Techie campaign to the community users.

Side Note: It was brought to IT's attention that users may not be receiving all their emails. Rick stated that instructions on how to check junk email folders and how to undo emails sent to that folder will be provided via rccd-all, rcc-faculty and rccd-pt-faculty listservs.

- **APR (Support and Training)** – Additional details have been requested from the group (each of the colleges). Rick needs examples of support and training needs with identification of areas (O365, R25, Footprints, Galaxy, etc.), list timeframes (critical times), different level of trainings (new employees vs. ongoing training, or refresher training), delivery methods to the trainings (face-to-face, webinars, videos, etc.),

A Learning Management Services (LMS) tool is available through Ellucian. This tool may be able to assist with tracking multiple needs and services across the District. Once identification of support and services has been identified this tool may be further explored and discussed.

- **Cloud Services (Data Access and Security Taskforce)** – It was suggested that this topic will be taken to the DAST group for serious exploration and the findings will be brought back to ITSC for review and discussion.
- **Infrastructure Expenses (NOC, expansion, remodel, etc.)** – It was agreed that this discussion will take place with the TSS/IS managers and brought back to the ITSC for review and further discussion.
- **Web Development** – This topic will be discussed between District IT, Julio and Darren Dong. The results of this topic will be brought back to ITSC for discussion.

- **Technology Master Calendar** – A draft of a technology master calendar was shared. The format of the calendar could be used for a colleges and a RCCD master calendar.

Other Items Discussed:

Action Items / Next Meeting Topics:

- **Disk Space** – Mark Oliver will discuss this at the next meeting.

Meeting adjourned at 10:15 a.m.

Next Meeting: 2/26/16 8:00 a.m. DL 409