Information Technology Strategy Council
Agenda – 3/25/16

Review and Approve
1. Agenda (3/25/16)
2. Minutes (2/26/16)

AVC Report
1. Security Taskforce Update (Mike Simmons - April)
2. Reverse archiving instructions for Office 365 (Office 365 Workgroup)
3. Infrastructure Equipment List (Rick Herman)
4. APR Timeline (Rick Herman)

Old Business
1. Office 365 Migration (Update and Timeline)
2. Cell Phone Stipend Proposal (Norm Godin)
3. APR (Support and Training)
4. Enterprise Applications Coordinating Council (Scott Tracy)

New Business
1. Other

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

Other Items

Next Meeting Date   4/29/16
                  Time   8:00 – 10:00pm
                  Location   CAADO 309

Information Technology Strategy Council
Meeting
February 26, 2016
8:00 a.m. – Riverside City College, DL 409

Minutes

Members Present:

Rick Herman (D)	Julio Cuz (M)	Shirley McGraw (N)
Henry Bravo (R)	Ruth Leal (N)	Damon Nance (N)
Beth Gomez (N)	Mark Oliver (D)	Scott Tracy (D)
Norm Godin (M)	Amber Casolari (R)	Gloria Aguilar (recorder)

Absent: Chris Carlson (D), and Mazie Brewington (R)

Guests: Joe Gonzalez (M), and Terrie Hawthorne (M)

Handouts (attached):
Agenda, 1/29/16 Meeting Minutes

Review and Approve: *Rick Herman*
Agenda - Beth moved to approve, and Joe seconded.

Minutes - Henry moved to approve, and Ruth seconded, Joe Gonzalez and Amber Casolari abstained.

AVC Report: *Rick Herman*

Data Security Communications/Procedures – The email communication was sent out to the user community. Membership of the taskforce includes staff from each of the colleges and district office. The taskforce will review and craft policies and procedures for data access and security at all levels at the colleges and district. Cloud storage will be addressed by the taskforce and brought back to ITSC for review and discussion.

Security Taskforce Update (Mike Simmons) – Rick read an email Mike sent out to the Security Taskforce that provided a brief description of where the taskforce is at this point in time. Rick stated that he will ask Mike Simmons, if the Exante 360 report could be shared with the ITSC group. Mike Simmons is scheduled to attend the next scheduled meeting to provide an update to ITSC.

<u>**Old Business:**</u>   *Rick Herman*

O365 - Consultant completed his work. The IT / TSS mailbox migration will occur the first week in March and will work out any bugs and glitches. The goal is to begin mailbox migration of the user community the week of March 7th. Notifications will be sent out to rccd-all and FT/PT faculty listservs to ensure that the message is received.

Reverse Outlook file archiving will be tested among the IT/TSS staff and instructions will be crafted and distributed to the user community.

APR Support and Training – Will continue to work with the ITSC group to define the details of support and training and will notify the group once District APR decisions are communicated.

Cloud Services - Indicated that this topic has been forwarded to the DAST group for review, discussion and will bring recommendations to the ITSC group.

Infrastructure Expenses – IT/TSS crafted a list of all equipment that relates to infrastructure, Rick will forward the list to the group for their input to hopefully capture anything that was not included already. Once the list has been completed, the next step is to determine responsibility for the each of the items (college, district or shared). The goal is to utilize this list to assist in planning the upgrades and provide sufficient time for a funding strategy through the APR process or other funding source.

Web Development / Information Architect Groups (TAGs) – Rick shared a proposed structure of all Technology departments, technology groups (committees, advisory groups, workgroups, taskforce, and councils), of both short/long term technology projects that work in silos and rarely work together but eventually funnel through IT in some form. The proposal is to create a 'working body' that will work together with all the groups and projects to establish a planning calendar, prioritize enterprise applications, and establish a formal communication structure between ITSC and all other bodies as it relates to new, changing and ongoing technology projects. Communication between and from these groups is a strong concern for ITSC. A reporting template form was suggested for these groups to use on a monthly basis, submitting their report to the Director of Administrative Applications who will work with a Coordinating Council (consisting of representation from each of the technology teams) to develop a schedule that can be shared with ITSC. Ruth stated that she will send a sample template to Rick/Gloria for review.

Technology Maintenance Calendar – Rick shared a draft master technology calendar with the group and stated that this calendar will assist all technology groups to plan and prepare for each academic year to reach technology service goals.

New Business: *Rick Herman*
Funding Sources – Funding planning for technology needs to begin now for academic year of 2017/2018 and should include exploring student technology fee, employee charge back fee, five year bonds, etc.

A district cell phone stipend plan is desired and the Vice Presidents of Business Services stated they have a draft policy that they will share with the group. Norm will forward a copy to Rick.

Area Reports:
Technology Advisory Groups –
Ruth asked when the upgrade to the media streaming will occur. Henry stated that the upgrade has not occurred and funding is still being sought after.

Video Conferencing, Cenic stated the free service will come to an end and the cost will be passed onto the users. Henry has not heard any more information as to when the service will change. Once Henry has information, he will share with the group immediately.

Julio stated that the licensing of Microsoft SharePoint is extremely behind and an upgrade is severely needed. Rick stated that the district is lacking an administrator for SharePoint and expertise that the colleges and district needs. This topic needs further discussion at the District level.

Amber requested if TAGs need to report information to ITSC if they could be informed ahead of time. Rick stated that action items will be sent out before the meeting and meeting related documents will be sent out one week prior to the scheduled meeting.

Action Items / Next Meeting Topics:
- Share the Exante 75% report with the group – Mike Simmons.
- Craft reverse archiving instructions for Office 365 users – O365 workgroup.
- Send a draft stipend cell phone policy – Norm Godin.
- Send out Infrastructure Equipment list to the group – Rick Herman/Mark Oliver.
- Obtain an APR timeline if possible from Aaron – Rick Herman.

Meeting adjourned at   10:10 a.m.

Next Meeting: 3/25/16   8:00 a.m.   CAADO 309