

Information Technology Strategy Council

Agenda – 4/29/16

Review and Approve

1. Agenda (4/29/16)
2. Minutes (3/25/16)

AVC Report

1. District IT Succession Plan

Old Business

1. Security Taskforce Update (Mike Simmons - May)
2. Office 365 Migration (Update and Timeline)
3. Cell Phone Stipend Proposal (Norm Godin – on hold)
4. Enterprise Applications Coordinating Council (Scott Tracy)

New Business

1. Other

Area Reports

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

Other Items

1. District Technology Plan Objectives Review
2. TAG Program Review (17/18)

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|---------------------|----------|---------------|
| Next Meeting | Date | 5/20/16 |
| | Time | 1:00 – 3:00pm |
| | Location | CAADO 309 |

Information Technology Strategy Council Meeting

March 25, 2016

8:00 a.m. – 10:00 a.m. CAADO, 309

Minutes

Meeting called to order: 8:14 a.m.

Members Present:

| | | |
|-------------------------|-----------------|---------------------------|
| Rick Herman (D - chair) | Julio Cuz (M) | Shirley McGraw (N) |
| Kathy Holstein(D) | Ruth Leal (N) | Damon Nance (N) |
| Chris Carlson (D) | Mark Oliver (D) | Scott Tracy (D) |
| Tim Ragusa (R) | Beth Gomez (N) | Gloria Aguilar (recorder) |

Absent:

Amber Casolari (R); Norm Godin (M); Mazie Brewington (R); Felipe Galicia (M); Henry Bravo (R); Terri Hawthorne (M); and Joe Gonzales (M)

Handouts (attached):

Agenda, 2/26/16 Meeting Minutes

Review and Approve: *Rick Herman*

Approval of 3/25/16 Agenda with the following business items to be tabled:

Cell Phone Stipend Proposal (presenter absent)

Security Taskforce Update (presenter absent)

Leal moved, and Nance seconded, unanimous approval of the agenda.

Approval of 2/26/16 Minutes reviewed with minor changes to the minutes (Cuz requested to remove the word 'licensing' to be replaced with 'version number').

Leal moved, Cuz seconded, Ragusa and Carlson abstained, unanimous approval of the minutes.

Welcome and AVC Report: *Rick Herman*

- **Security Taskforce Update** – Tabled.
- **Reverse Archiving** – Instructions are almost complete and will be sent out to the users when the migration begins. Reverse archiving instructions for MAC will require assistance. The next step is the new login screen and users will be required to use their email address for logging on. The migration of the IT and TSS staff will begin afterwards.

- **Infrastructure Equipment List** – Outlining the responsibility of the infrastructure will be completed by IT and TSS; the financial portion will be worked through Business Services and then brought to Aaron for review and discussion. This will help all the colleges and the district to plan accordingly when working on refresh plans.

It was suggested to add:

- Software purchases to the list; examples of Adobe and Microsoft licenses were given. Another example is the scanning across the colleges, District is responsible for the licensing because it is a district wide function and the colleges are responsible for the maintenance of the equipment.
 - Add a column labeled 'Status' to indicate if the item is in contract discussion or another status.
- **APR Timeline** – District APR's going to District Strategic Planning and what the review and approval process is, is still not clear. Will attempt to obtain the information and bring back to the group next month.

Old Business:

- **O365** – Discussed above and will keep the group informed.
- **Cell Phone Stipend Proposal** – Will discuss next month.
- **APR (Support and Training)** – Aaron needs additional information from the colleges regarding the Helpdesk position. Discussion took place and it was re-clarified that the district helpdesk position was an item listed on the IT APR as one of their top priority items. Questions surrounding the process were discussed and Rick stated this was a new process and will bring back information when obtained.
- **Enterprise Applications Coordinating Council (EACC by Scott Tracy)** – Application project teams will be coordinated by Scott Tracy and monthly reports from these areas will be brought and shared at ITSC meetings.

New Business:

No new business brought forward for discussion.

Area Reports:

- **Technology Advisory Groups** – Tim inquired the Portal timeline; it was stated that IT is working Steve Gomez and the Portal Governance Team which is college wide. The Portal Governance Team is heading the project and IT is assisting with the technology. Julio stated that each college focus group is going to present their information, then a larger focus group that includes students. The charter for the portal was approved and finalized and will send an email out to the district soon.

In an effort to prepare the May agenda; will the TAG's be prepared to share their APR's for the coming year even a draft APR to begin discussion among ITSC. The colleges will go back to their TAGs for discussion. Will add ARP to the May agenda to get the discussion started.

- **Technology Support Services** – No discussions.
- **Information Services** – No discussions.
- **VP's for Business** – No discussions.

Other Items Discussed:

- **Moreno Valley College NOC** – Is finished and staff moved in.

Meeting adjourned at 9:10 a.m.

Next Meeting: 4/29/16 8:00 a.m. CAADO 309