

# Information Technology Strategy Council

## Agenda – 5/27/16

### Review and Approve

1. Agenda (5/27/16)
2. Minutes (4/29/16)

### AVC Report

1. None

### Old Business

1. Security Taskforce Update (Mike Simmons)
2. Cell Phone Stipend Proposal (Norm Godin)
3. Office 365 Migration Update (Rick Herman)
4. Enterprise Applications Coordinating Council (Rick Herman)

### New Business

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

### Area Reports

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

### Other Items

<b>Next Meeting</b>	Date	6/24/16
	Time	8:00 – 10:00am
	Location	CAADO 309

## Information Technology Strategy Council

### Meeting

April 29, 2016

8:00 a.m. – 10:00 a.m. CAADO, 309

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### Minutes

Meeting called to order: 8:13 a.m.

#### **Members Present:**

Rick Herman (Chair)

Julio Cuz (M)

Shirley McGraw (N)

Chris Carlson (D)

Ruth Leal (N)

Beth Gomez (N)

Gloria Aguilar (recorder)

#### **Absent:**

Amber Casolari (R); Norm Godin (M); Mazie Brewington (R); Felipe Galicia (M); Terri Hawthorne (M); and Joe Gonzales (M), Scott Tracy (D), Mark Oliver (D), Kathy Holstein(D), Damon Nance (N)

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

Agenda, 3/25/16 Meeting Minutes

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

Approval of 4/29/16 Agenda with the following business items to be tabled:

Security Taskforce Update (presenter absent)

Cell Phone Stipend Proposal (presenter absent)

Enterprise Applications Coordinating Council (presenter absent)

*Leal moved, and Carlson seconded, unanimous approval of the agenda.*

Approval of 3/25/16 Minutes reviewed.

*McGraw moved, Cuz seconded, Bravo abstained, unanimous approval of the minutes.*

#### **Welcome and AVC Report:** *Rick Herman*

**District IT Succession Plan** – The following staff will be retiring from IT: 1 Associate Vice Chancellor (Rick Herman), 4 Programmers (Rick Kile, Julie Crippin, Ju Sung Lee and Joe Natal), 1 Business Analyst (Cindy Conley), 1 System Administrator (Vacant as of August 2015, PJ Cruz retired), and 1 Application Support Technician (Shannon O'Brien).

Discussed the department technology transition projects and reasons for delaying particular projects due to retiring staff. Currently in progress is staff compiling

processes and documenting application customization knowledge. IT is working with Ellucian (vendor) regarding customized services provided to end users, patch updates, etc. to ensure that services are not interrupted during the transition of IT staff.

Restructuring the department vacancies to create a Share Point position is in discussion with DSPC. The need is increasing and will keep everyone updated as decisions are made.

Discussion of placing facilitators (temporary or permanent) on current work groups, taskforces, and project committees after June 30<sup>th</sup> is currently being addressed with Aaron. Decisions of who will facilitate the meetings will be announced and shared with the group as soon as possible.

**DOTT (District Office Technology Taskforce)** – the district office is developing their own technology plan; Bill Bogle’s staff will conduct a physical inventory of all the technology in the CAADO building and this information will assist with their future planning of technology.

**ITSC (Information Technology Strategy Council)** – For May and June meetings, requested TAGS to bring their goals/objectives for review to determine what has been accomplished and what needs to be set for the next school year. Even if in draft format, remember that district APR timeframe has been shortened and would like to review and discuss the college’s needs/goals/objectives.

**DAST (Data Access & Security Taskforce)** – the taskforce needs faculty representation; two initiatives are under review; the group is developing new information and data security policy; proposal for a new language for BP 3720 will be completed soon and under the board policy it will have an associated group of administrative procedures; will send out the summary of the AP’s to the group; Patrick Pyle the General Counselor has been brought in for review and input; Skip Berry sits on the State Chancellor Information Security committee and is assisting in establishing guidelines, it has been shared that these may become mandatory from the State in the near future; Wombat training will be provided to all employees across the district; and Skip Berry and Mike Simmons may facilitate this taskforce.

**Electronic Forms** – workflow group is progressing toward the selection of a product to assist in reducing paper, develop electronic signatures, and the product will be web based. Cuz asked who comprised the membership and requested a TSS staff to be a part of the workgroup. Rick indicated that the selection and implementation committees will differ, a TSS staff would be included in the implementation.

**Asset Management** – the current database needs upgrading, it is outdated and is not reliable. An accounting depreciation tool is needed for accountability to monitor all district assets for the auditors, Galaxy information (purchase orders)

needs to be included. Two tools may need to be used to build a solution. SAGE for the accounting tool and a separate product to manage IT related equipment. Year end is near, may need to split the funding into two fiscal years; FY 15/16 for software and FY 16/17 for professional services.

**Data Reporting** – the group was made up anybody who works with institutional effectiveness, institutional reporting, and Scott Tracy’s applications group. The group was formed because data discrepancies occur and data being used contains PII and question arose as to where the data is being stored, who is using the data, etc. It was discovered that the data was being stored on desktops, flash drives, etc. All data was returned to shared drive folders and a new reporting tool has been purchased that is SQL based and secured. A data warehouse will be created and will focus on data reporting; training will be provided.

**Old Business:**

**Security Taskforce** – Mike is absent, will discuss next month.

**O365** - IT and TSS have been migrated over, the test group documented information such as issues for mobile devices, iPads, laptops, other discovered concerns, and solutions. All of this will be compiled into electronic documents to distribute to end users before their migration occurs. MVC and NC should take one day and RCC 2 days. Will strategically migrate specific users separate from group migrations; and reverse archive instructions will be provided.

**Cell Phone Stipend Proposal** – VP’s are absent; will discuss next month.

**Enterprise Applications Coordinating Council**– Scott is absent; will discuss next month.

**New Business:**

**Portal** – about 100 students will be given access about mid-May. The Governance team had a successful launch with the student focus groups. The students will be a larger test group and once feedback is received it will be shared. It was shared that presentations began yesterday with the DSPC, the Academic Senate will be on Monday, and the TAGs on Tuesday.

**ITSC Memberships** – discussion for ITSC was discussed and the group agreed that they needed to formalize a membership until further information was received from DPSC. A motion to add ‘ITSC Memberships’ to the Agenda under New Business was offered. Cuz moved and Leal seconded approval and group was in favor. None opposed.

Discussion occurred.

“We recommend to DSPC until further notice or direction that we formalize our membership moving forward to consist of Carlson, Herman to represent District, the VP’s of Business, the TSS Managers, a faculty representative and classified representative for each college to make up the formal voting membership of the group. Others can attend as guest for information, presentation, or to sit in.”

Motioned to accept the membership and forward to DSPC. Leal motioned and Cuz seconded, and the group was in favor. None opposed.

**May Meeting** – conflict between DBAC, the VP Business and ITSC for the May 20<sup>th</sup> meeting. The group agreed to reschedule the May meeting.

**Area Reports:**

- **Technology Advisory Groups** – RCC reviewing the check plan and finalizing it. NC reviewed a status of where their technology is at, what has been ordered, delivered, what the plan going forward is. MVC is reviewing their annual technology survey and will update their technology plan and will share it next month.
- **Technology Support Services** – Cuz shared that MVC network speed on the student side in the labs district wide are encountering issues. Leal shared that the west side of the college is experiencing the same issue. Herman shared that network issues were occurring and Cenic was contacted to help diagnosis the situation, it was revealed that the network bandwidth is reaching its capacity due to streaming applications. Further evaluation will need to be conducted to determine what type of streaming is being used (Netflix, Pandora, YouTube) and is it critical to college business. Solutions and options will be need to be discussed and decisions will need to be made by a decision making body.
- **Information Technology** – No discussions.
- **VP’s for Business** – No discussions.

Meeting adjourned at 9:59 a.m.

Next Meeting: 5/27/16 1:00 p.m. CAADO 309