Information Technology Strategy Council

Agenda 04/21/2023
9:00-11:00 am

Zoom Conference Info: https://rccd-edu.zoom.us/j/81267062021?pwd=K3JGNUFzOEJUTDRkK2ZaNjlya0d2Zz09&from=addon

Council Business:
1. Agenda Approval 04/21/2023

Discussion Items:
1. N/A

Reports/Updates:

1. District Committee Restructuring
   a. Information Technology Strategy Sub-Committee (ITSC)
   b. Cybersecurity Advisory Sub-Committee (CASC)

2. ERP/Project Nexus – (C. Blackmore)
   a. Project status
   b. Important Dates, Timelines

3. RCCD Network & Infrastructure (S Ma)
   a. Update

4. RCCD Enterprise Application (S. Tracy)
   a. Update

5. Web Services (R. Balingit)
   a. Update

6. RCCD IT Project Management (R. Balingit)
   a. Project Intake Process
   b. Reporting and Dashboards

7. Campus Technology Groups
   a. Manges (RCC)
   b. M. Askar or representative (MVC)
   c. M. Collins or representative (Norco)

8. Other Items

Next Meeting

Date: May 19, 2023
Time: 9:00 am
Location: Via Zoom

Minutes 04/21/2023
9:00-11:00 am

Zoom Conference Info: https://rccd-edu.zoom.us/j/94161384548?pwd=QytyZUtYUjI2S3cwK0M2ZldWcVZwZz09

Attendees: Christopher Blackmore, Scott Tracy, Susanne Ma, Danny Villanueva, Bill Manges, Stephen Ashby, Leo Truttmann, Ricardo Aguilera, Daniel Lambros, Rene Balingit.

Absentees: Michael Collins, Majd Askar

Council Business:
1. Agenda Approval 04/21/2023 1st Danny Villanueva 2nd Bill Manges

Discussion Items:
1. N/A

Reports/Updates:

1. District Committee Restructuring:
   a. Fall Semester - ITSC & CASC committees will commence in the Fall. Membership will be discussed prior to the first meeting in the new semester.
      - Information Technology Strategy Sub-Committee (ITSC)
      - Cybersecurity Advisory Sub-Committee (CASC)

2. ERP/Project Nexus – (C. Blackmore)
   a. Project status
      - Data Conversion
         - ETL2 – 65 data issues that needed to be remediated.
         - ETL3 – RCCD data passed Anthology pre-validation tests, will be loaded into the production system with RCCD validation and testing scheduled for 5/15 to 5/26
   b. Important Dates, Timelines
      - Ongoing Project Communications – ERP Newsletter, emails, project updates in district-wide meetings.
      - October 2024 – Projected date for student system "go live."
      - Summer 2024 and early fall 2024 - Comprehensive training for all stakeholders

3. RCCD Network & Infrastructure (S Ma)
   a. Update
      - Wrapping up HEERF-funded projects due by this fiscal year. There were supply chain delays extending project timelines.
      - Moving service desk software from Footprints to Team Dynamix. User testing in progress with planned launch date in June.

4. RCCD Enterprise Application (S. Tracy)
   a. Update
      - OnBase – Upgrade commences.
      - E-Forms & E-Workflow initiative – OnBase has these capabilities and is a more robust system.
      - Ethos API Environment – CVC-OEI and Chancellor's initiative which allows students from other CCC to take classes.
         - Ethos software - a few weeks out for student testing and this is only for online classes and offers a limited set of classes.
      - Galaxy Employee Portal – Employees able to update information directly into the system. This is part of Single Source of Truth (SSOT) Initiative to gather all employee information into a single source.

- Web Advisor – Java changes and issues facilitated the change in software. Ellucian - Self Service to replace Web Advisor and My Portal which we are standing up baseline functionality. Currently, testing the functionality of each phase.

5. Web Services (R. Balingit)
   a. Update
      - Intranet – BFS team collaboration to implement their intranet site. BFS – to go live in the next few weeks.
         - We have introduced IT and HR to the intranet.
      - External Websites – Modern Campus will be hosting all college and District sites.
      - Norco College and the District will be on one Modern Campus "Account" while MVC and RCC will retain their individual Modern Campus "Accounts".
      - Active Directory (AD) – Employee data clean up. Working with IT, HRER, ITIS to get a file that AD will be able to consume and once the upload is completed then we will have a nightly upload of current information.

6. RCCD IT Project Management (R. Balingit)
   a. Project Intake Process
      - Interest Intake
      - Project Plan
      - Tasks & Resources – Kickoff Discovery Meeting
      - Project Plan reporting – Smartsheet dashboard & summary dashboard
      - Public Access – Limited viewer drill down options
   b. Reporting and Dashboards
      - Smartsheet project management
      - Online Form completed and submitted for review.
      - Automatically assigns request ID and provided to submitter.
      - Confirmation email w/ access to project interest list – shows submitter where they are on the queue.
      - Alerts sent to RCCD IT Management Team
      - Weekly review of new requests
      - IT Review Results Legend

7. Campus Technology Groups
   a. Manges (RCC)
      - Mobile Computer Initiative – Summer replacement – 400 unmanaged student computers
         - 800 computers in Microsoft Intune
         - HiFlex and AV – Spring Break did 4 classrooms
         - 200 classroom upgrades with HERF Funds – supply chain delays
         - Classroom AV lifecycle – refresh schedule is being pushed forward with program review
         - New service catalog with Team Dynamics – whole team effort to develop. SLA and Standard operating processes & procedures establishing
         - Print management – Bob Rodriquez consulting with print management agreement with service contracts. Working with ITIS to create a networked print management system and improve the user experience.
         - Tech Plan working on.
         - Introduced Interim VP Dan
   b. M. Askar or representative (MVC) - No updates currently.
   c. M. Collins or representative (Norco) – HiFlex classroom installations. No other updates currently.

8. Other Items

Next Meeting

Date: May 12, 2023 Time:9:00 am Location: Via Zoom