

Information Technology Subcommittee

Information Technology Subcommittee Minutes

05/10/2024

9:00-11:00 am

Attendees: Chris Blackmore, Scott Tracy, Rene Balingit, Susanne Ma, Julio Cuz, Shawna BuShell, Tim Ragusa, Tammy Few, David Williams, Kristine DiMemmo, Michael Collins, Leo Truttmann

Absentees: Claire Oliveros, Patrick Scullin, Joe Gonzales, Majd Askar

Zoom Info: <https://rccd-edu.zoom.us/j/85953903155?pwd=Xhh6bQZviviThfqcRTO8Kk4f2Jvqnr2.1>

Subcommittee Business:

1. Welcome to members and guests.
2. Agenda Approval 05/10/2024 - Approved (1st: Ragusa, 2nd: BuShell)
3. Meeting Minutes 05/12/2023 - Approved (1st: BuShell, 2nd: Manges)

Discussion Items:

1. RCCD Technology Plan 2020 – Spring 2024 Update (C. Blackmore)
 - a. Updates: Committee name changed from Information Technology Strategic Council to Information Technology Subcommittee. Membership list updated with new members.
2. RCCD Technology Plan 2025 - Calendar for 2024-25 (C. Blackmore)
 - a. The committee is tasked with developing and assembling the technology plan for 2025, with the process starting in the fall. Input from various district departments will be solicited regarding the objectives. Planning will commence during January and February, with the goal of finalizing the plan for subcommittee approval. The plan will then proceed to the Resource Committee and DBAC for final approval.
 - b. IT purchases - (S. Ma)
 - i. IT purchases needing network connectivity should align with cybersecurity efforts. Key questions include whether the purchase is a renewal, an expansion of existing systems, and whether sensitive data is involved. If integration with existing resources is required, the purchase will be treated as a project, with timelines and expectations discussed and approved.
3. Office Computer Life Cycles (S. Bushell)
 - a. Faculty Technology lifecycles - do we have a set number of years that we encourage faculty to get a new laptop or a new desktop. And how do we support that? You know, with 51% of these faculty teaching online, their technology is super important.
 - i. The current technology life cycle for faculty computers is about five years. HERF funding has allowed the replacement of many faculty computers. AV equipment is also included in technology plans across the three colleges.

Reports/Updates:

1. ERP/Project Nexus – (C. Blackmore)
 - a. Project status – ERP project The ERP project continues with ETL 5. Data is being extracted, transformed, and validated before being imported into Anthology's system. The goal is to achieve 90% data accuracy, with completion expected by April 2025 (not the go-live date).
 - b. Barnes & Noble integration question – customization on the Anthology side
2. RCCD Network & Infrastructure (S. Ma)
 - a. Updates on networking equipment, the Facilities Master Plan, and the legacy phone system replacement were provided.
3. Cybersecurity Advisory Subcommittee (S. Ma)
 - a. Update
 - i. IT approval is required for purchases involving IT components. Cybersecurity awareness training, currently voluntary and offered to faculty & staff, may become mandatory. Looking

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into offering cybersecurity training to students on new training platform.

4. RCCD Enterprise Application (S. Tracy)
 - a. Update
 - i. The team handled 34 major projects last year, with 16 active projects currently. Recent accomplishments include the OnBase upgrade and dual enrollment implementation.
 - ii. Self-Service - single sign on enabled in the test environment. Finalizing testing on the number of the applications that we wrote so that they will be accessible from self-service.
 - iii. AB 8928 - state mandate to automatically place students into ADT program where they've requested where they designated that their education goal is to transfer to UC or CSU or some other private or institution and this is due by July 1st.
5. RCCD IT Project Management (R. Balingit)
 - a. Updates
 - i. Intranet – Pilot started last year with the HR/BFS/ITLS departments. To access the intranet, go to my apps and click on Employee Portal.
 - ii. RCCD project dashboard – We've launched the pilot of the project management page within the ITLS site and within the project management page employees can learn a little bit of project management.
 - iii. IT project intake form – mentioned previously provides information submitted to the district to provide the opportunity to involve IT in projects that involve technology as soon as possible. Additionally, the Rccd questionnaire which is a big component included in the project request process and if anyone has not yet seen the questionnaire it is available on the project management site at the bottom of the page so you can view and download.
6. Technology Support Services – (W. Manges)
 - a. Updates
 - i. Program Review – All three colleges have completed and submitted.
 - ii. Summer TSS Projects – 180 classrooms & AV refresh at RCC.
 1. AV & HyFlex installation
 2. Shokey Elementary installation
 3. Intune – updates to operating systems and office updates for device management system deployment. CISOA presentation on how they we are using Intune
 - iii. Graduation – all three colleges graduation occur on the same day with RCC having 4 sessions.
 - iv. HelpDesk – Blackbelt being discontinued
 - v. Cuz – Thanked TSS Manager, Bill Manges for his exceptional leadership of the TSS team until his position was created.
7. Campus Technology Groups
 - a. B. Manges or representative (RCC)
 - i. Tech Plan – updated as a committee and is now ready to go to Admin. Resource Committee. Hopefully, this plan will be approved by ARDAS in a few weeks.
 - b. M. Askar or representative (MVC)
 - i. Tech Plan – working with Resource Subcommittee to update MVC plan.
 - ii. HyFlex classroom updates
 - c. M. Collins or representative (Norco)
 - i. Classroom Upgrades – AV/IT upgrades in classroom 109
 - ii. Access Control – keypads & software in a few buildings. Scoping a project access control for Student services building which Dan Lambros.

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8. Other Items

Adjourned: 10:04 am

Next Meeting

Date: September 13, 2024

Time: 9:00 am

Location: Via Zoom