Rancho Santiago Community College District

District Office

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# Technology Advisory Group

Meeting of: Thursday, October 8, 2017 – 2:30 p.m.

Executive Conference Room, District Office - Room 114

**Meeting Minutes for October 5, 2017**

**Members Present:** Archana Bhandari, Jesse Gonzalez, Scott James, Jim Kennedy, Lee Krichmar, Cherylee Kushida, Daniel Oase, Sergio Rodriguez, Mike Taylor

**Members Absent:** Andy Ramirez - SAC Student, SCC Student, Tammy Cottrell, Dean Hopkins, Alfonso Oropeza, John Steffens, George Sweeney, Pat Weekes

**Guest:** Stuart Davis

**Discussion**

* **Call to Order**
  + Meeting called to order at 2:35 p.m.
* **Approval of Minutes**
  + The minutes from the September 7, 2017 meeting were approved. Lee also announced Mike Taylor is the new campus co-chair for SCC, this role rotates between SAC & SCC.
* **Cyber Security Update –** Jesse provided a PowerPoint presentation and elaborated on the products that ITS has been and will be implementing to help strengthen our network security from potential threats. This has been the key focus especially after the LA Valley College ransomware event. The information for this topic was intentionally left vague for security purposes.
* **Desktop Replacements Remaining at SAC –** Archana also provided a PowerPoint presentation regarding the status of computer replacements at SAC, CEC and off-site locations.
* Some setbacks were encountered including changes in software in various classrooms and limited number of techs, but the SAC team has made significant progress. Overall, the rollout is 90% complete.
* Cleansing process being conducted on old computers and sent to the warehouse thereafter.
* Mike T. asked about printer replacement procedure.
* No printer replacement procedure at this point.
* SAC techs normally suggest printer replacement for old printers but funding comes from the department.
* Lee reminded the group about Konica Minolta, the new copier standard is the more cost-effective option than purchasing desktop printers.
* Discussions went on in various areas of technology replacement including where we are with a “budget line” petition. The group unanimously agreed to setup a meeting with Facility Planning to discuss projector replacement guidelines.
* **Ellucian Cloud Migration Cut-over Dates & Details by Stuart Davis**
* New cut-over dates: December 26, 27 & 28, 2017 – staffing will be verified with H/R.
* Two planned mock cut-over dates – will copy current on-prem environment and move to hosted/cloud system.
  + - October 23rd – released to ITS first to verify functionality, connectivity and processes work the same on-prem.
    - October 30th (thru Nov. 4th) – plan to be released to end-users to conduct full testing of WebUI, Self-service & Report Repository.
    - More users mean better feedback as we hope to catch variety of incidents reported from critical departments.
    - Ideally, all issues should be reported thru the Helpdesk during test periods.
    - Will send out an email to all users containing instructions & link.
    - Last mocked cut-over dates: November 6th to ITS and to be handed over to the end-users on November 13th for final testing.
* Discussions took place regarding timing/volume of testing, standard template for documenting test results and test simulation.
* To date, we are at 64% complete with integration testing, as well as customization.
* Infrastructure freeze – there will be no patches or software updates during the actual cutover period.
* **Additional concerns from SCC campus**
* WebUI 30-second delay login load – ITS is researching diligently on how to rectify this issue.
* Student password reset – will the current process change after the recent Equifax event? ITS has recently made a complete revamp of the login process and an on-going effort to improve this process. Discussions took place among the group.

**Information Distributed**

* Cyber Security Update
* Replacement Computer Status

**Next Meeting: November 2, 2017**

**2:30 to 4:00 p.m. in the Board Room (DIST-107)**

**Adjournment**

Lee adjourned the meeting at 4:00 p.m.