Members Present

Linda Welz - Chair   Lan Hao
Leigh Buchwald   Glenna Johnson
Patti Gonsalves   Joyce Miyabe
Paula Green    Lois Papner
Lari Kirby    Debbie Vanschoelandt

Handouts

• Citrus College Technology Plan 2009-2010 – Draft V2
• Meetings Scheduled for 2009-2010
• Minutes of the May 12, 2009 meeting
• Citrus College Disaster Recovery, Business Continuity and Network Redundancy Plan

Call to Order

Linda Welz opened the meeting at 2:40 p.m. in the library conference room A.

Minutes

The major committees that report to Steering will now need to send a copy of the committee minutes to the board members. The minutes will also be placed on the Governance page on the Citrus College web site when approved. The minutes of May 12, 2009 were approved. L Buchwald/G Johnson M/S/A

Technology Plan 2009-2010

Linda Welz pointed out the changes since the last meeting. There were some edits, the goals are now all in one table with explanation and assignment under the goals and it is tied directly to the budget. This will help Linda Welz in planning her budget and the direction of the work to be done. Also, it is aligned with the accreditation standard. The committee will need to start right back working on the Technology Plan 2010-2011 in September. The Citrus College Technology Plan 2009-2010 was approved by the committee with minor corrections. L Hao/L Papner M/S/A

The Technology Plan will go to the Board of Trustees in August.

Citrus College Disaster Recovery, Business Continuity and Network Redundancy Plan

Leigh gave a brief overview of the Disaster Recovery, Business Continuity and Network Redundancy Plan that he prepared. This is essential what we have been doing according to
Leigh. He pointed out on page 4 in the overview item B. Personal Computer Data and Software, that faculty and staff need to backup. Item C. is also addressing the need to backup.

Leigh went thru all of our servers, different applications, VMware, internet connections, hardware, and hosted systems. TeCS has over 50 servers.

This document is primarily for the use of TeC Services. It is more an operational guide for TeC Services. There are parts that will be used for other areas. It will not be placed on the internet or the intranet.

Leigh explained the redundancy and fire protection we have in place. Listed in the document are the Recovery Team and their responsibilities. He is working on getting emergency contracts with Dell and Hewlett Packard, so we could react quickly. Linda is going to work on filling in all of our contacts. In an emergency we won’t have our computers to rely on so everything will need to be in writing. TeCS is using an off-campus data storage service providing backup in an emergency. The Recovery Process section provides the steps to guide the recovery activities. Leigh then continued through the Business Continuity and all of the items listed the Appendix. Linda commented that it is a very thorough document. Then members will have the summer to read through it and then it will be on the agenda when we return.

**Steering Committee**

Steering approved the overall Governance document, including steering constitution, senate constitution, all of the Purpose Statements for the governance committees, like CITC. They are going to want an update first thing next year. The documents are going to be online so you can view it. It is very interesting.

**Upcoming**

A copy of the CITC meetings scheduled for 2009-2010 were distributed. They will also be posted on the intranet on the CITC page.

Then when CITC reconvenes the committee will need to start working on the Technology Plan 2010-2011.

Next year the committee will need to focus on the technology budget.

Linda said because there were so many policies going out in the spring, ours will go to the committees in September and probably finalized in the fall.

Another item coming up will be the Technology Program Review and the committee may be a part of that.

Linda asked if there were any other items, hearing none, she thanked them all and adjourned the meeting at 3:40 p.m.

The next meeting is **Tuesday, September 8, 2009 at 2:30 p.m. in the Library Conference room A.**

Recording/Transcription Secretary

Linda Miller