

**Minutes**  
**Information Technology Policy Committee**  
**October 27, 2006**

Present: David Yee, Tim Ryan, Joe Jah, Bill Beaver, Denton Crews, Pam Mery, Ophelia Clark, Shawn Yee, James Rogers, Adam Clay, Francine Podenski

1. Call to Order – David Yee 12:00
2. Minutes – September 29, 2006 – unanimously approved.
3. Old Business
  - a. Banner 7.3 Conversion Update --- Tim Ryan reported that the conversion was implemented on schedule over Columbus Day weekend. The only major issue after the conversion was the INB server would accept only 120 users, rather than the usual 360 users. This problem was fixed within 48 hours. There were also a few minor issues that affected a few users that have been resolved. City College is not planning the upgrade to Banner 8 until Columbus Day weekend of 2008. James Rogers reported that the Help Desk received fewer calls due to better awareness of the upgrade on the part of the Banner users. There were about 50 – 60 calls on Tuesday after the conversion due to the INB problem. In addition to the notice that was posted on the Banner logon page, David Yee suggested an email be sent out to the OPS listserv the next time such a problem occurs. Tim thanked Frank Morales and Shirley Barger for their major roles in the conversion process.
  - b. Other Banner issues --- The next focus of the Banner Managers will be the issue of ongoing training for their respective subgroups. Tim also reported that Banner 8 is being developed and will be released late in 2007.
  - c. Policy on Taking Sensitive CCSF Data Offsite (Laptops and Portable Storage Devices) --- at the September 29 meeting it was suggested that the Chancellor send out a wide distribution email the policy is being drafted to urge the college community to be vigilant about taking off campus sensitive data (social security numbers, credit card numbers along with PIN numbers, and drivers license or CA identification card number) which can be used for identity theft. A draft memo was distributed to the ITPC with suggestions for changes. Denton will be sending out an electronic version of the document so that ITPC members can send changes to Tim Ryan. It was suggested a small group work on drafting policy language for ITPC to review at the next meeting.
  - d. CCSF Website Redesign --- Denton Crews began the discussion by asking ITPC how the college would go about writing up a scope of work for an RFP for the CCSF website redesign. Francine Podenski reported that \$150K - \$200K would be allocated for the redesign project. It was suggested that a joint committee of ITPC and the Communication Committee be convened to work on the scope of work for the RFP. There was wide ranging discussion on the issues of adequate ongoing support staff to support the website, and the use of student interns from CCSF web design classes to provide updating support to the website. Denton

Crews suggested that a chairperson for this website project needed to be appointed and would discuss this with the Chancellor.

4. New Business --- due to lack of time, all of the new business items on the agenda were postponed to the November 17 meeting except for the two items below.
  - a. Password Length Policy --- Tim Ryan briefly introduced this issue by telling ITPC that currently there is no standardization of passwords (length, format, frequency change, reuse of prior passwords) among the various types of CCSF passwords (active directory, Banner, Groupwise, Web4). This lack of consistency creates confusion for users and a difficult support problem for the Help Desk and staff. Tim will bring a policy proposal to the next ITPC meeting. Francine suggested that all of the passwords include a security question (which is currently only available for Web4).
  - b. GIS Presentation --- Mono Simone, instructor for the current GIS program funded by NSF, presented the various possibilities for use of such a system by various campus departments. Building and Grounds can use this type of system to track campus resources in a database linked to a global information system. The presenter is working on a project to do a needs assessment on campus for such a system, and collect potential uses of such a system. Denton Crews suggested the possibility of including GIS objectives in the next Technology Plan.
5. Areas Report --- due to lack of time, all of the area report items on the agenda were postponed to the November 17 meeting except for the two items below.
  - a. Directors Report --- Tim Ryan reported that there was an issue with one of the DNS servers which briefly affected Groupwise access, until a workaround was put in place. ITS is replacing the server with a new one. Tim reported that ITS is working on follow-up issues with the new Student Health Building. In Spring 2007, ITS will be closely involved with the networking and desktop issues for the new Wellness Center and new Mission building. Staffing increase will be needed to support the new facilities.
  - b. Tim Ryan also distributed a handout about the San Francisco WiFi Initiative and a series of community meetings being held by Earthlink and Google.