

IT COMMITTEE Minutes

Thursday, January 27, 2022

2pm – 3pm

Zoom:

<https://avc.zoom.us/j/97484040285?pwd=SVBvZXZ0czJnYkFNUHkxQ1RaTUVZUT09>

Meeting ID: 974 8404 0285

Passcode: 535060

Type of Meeting: *Regular*

Note Taker: *Michele Schottelkorb*

In Attendance: *Richard Shaw, Mike Wilmes, Javier Carcano, Perry Jehlicka, Rick Motawakel, Jimmie Bowen, Dr. Casey Scudmore, Deborah Sanchez, Michele Lathrop, Bilkeyshia Jester, Bill Carlson, Greg Bormann, LaDonna Trimble*

Guest: *Michael Dioquino*

Committee Members:

Richard Shaw, ITS Executive Director
 Lisa O'Leary, Co-Chair
 Tom Gang, VP Academic Affairs Designee
 Mike Wilmes, ITS Systems Administrator
 Javier Carcano, ITS Systems Security Administrator
 Perry Jehlicka, DETC Co-Chair
 Rick Motawakel, Academic Senate
 Jimmie Bowen, Academic Senate
 Dr. Casey Scudmore, Faculty Union
 Deborah Sanchez, Faculty – Library/Institutional Research
Vacant – Classified – Academic Development
 Michele Lathrop – Classified – Student Services
 Bilkeyshia Jester – Classified – Business Services
 Lisa O'Leary – Classified Union
 Bill Carlson – Classified CMS
 Veronica Glasgow – ASO Student
 Greg Bormann – Dean – Instructional Services
 LaDonna Trimble – Dean – Student Services

Items	Person	Action
I. Opening Comments	Chair	Meeting started at 2:03pm
II. Approval of Previous Minutes for October 28, 2021	All	Accepted as submitted
III. Staffing Update	Chair	Admin Assist – Interviews scheduled for 2/9/2022 Computer Support Tech – Search still open Projects Manager – Extended and reposted for larger pool
IV. AP/ BP & 3720, AP 3723, Resource Guidelines	Chair	Revisiting at the request of President & VP Brar. Committee is asked to review and take a pass at consolidating a couple of the AP's. It is asked that guidelines be called something other than guidelines; draft is in the share folder. Please look at document and provide feedback.
V. Updates <ul style="list-style-type: none"> a. Zoom Quota b. 2FA is coming c. Cyber Security Training d. Instructional and Faculty Tech Update 	Chair	<ul style="list-style-type: none"> a. Zoom Quota: Currently at 16+TB. Setting a process for purging. Past two terms will remain active, the Friday after census, all files prior will be purged. There is 1TB of storage available in Microsoft OneDrive. Knowmia/Techsmith will be discontinuing their captioning services. We are transferring content to YuJa

		<p>now and there is a tutorial in Canvas – Alex and Greg would like to coordinate with faculty.</p> <ul style="list-style-type: none"> b. 2FA is coming: To meet best practices and comply with federal standards, will be implementing over the next term. PortalGuard has several ways to accomplish this; communication cycle is coming. Question put to committee: Would having passwords expire in two years instead of one be helpful? Committee majority likes this idea. c. Cyber Security Training: Sending out soon. Will take about an hour, you can pace it out. Considering sending one out to students as a suggestion as well. d. Instructional and Faculty Tech Update: Delays to shipping and access to equipment, as is happening nation-wide and globally, has put constraints on finishing projects. We have laptops; however, docks and displays have not arrived yet. In some instances, we have the CPU and 1 display, but not the second. We are working with our vendors to see if we can get alternatives.
VI. Other issues / Open Forum	All	Meeting ended at 2:20pm
FUTURE MEETING DATES:		<p>Fall 21: 10/14, 10/28, 11/11, 11/25, 12/9 Spring 22: 1/13, 1/27, 2/10, 2/24, 3/24, 4/14, 4/28, Summer 22: 5/26, 6/23, 7/21 (if necessary)</p>