

Information Technology Committee

Date: February 16, 2012

Location: L-201

Begin: 2:00pm

Adjourn: 3:30pm

In Attendance

- Calvin Madlock, Chair
- Nancy Bednar
- Michele Lathrop
- Suzanne Malek
- Ron Mummaw (CCC Confer)
- Tom O'Neil
- Heidi Preschler (Late)
- Rodney Schilling (CCC Confer)
- Joseph West
- Mike Wilmes

Guests

- Sharon Dalmage
- Michael Dioquino
- Patricia Fuller

Absent

- Jessica Anderson
- Woody Burns
- Javier Carcano
- Kelley Hare
- Sharon Lowry
- Tom O'Neil
- Van Rider
- Ken Sawicki
- Jill Zimmerman

Legend



Action Item

Agenda

Notations

Welcome/Announcements

- Calvin Madlock called the meeting to order
- Roll call was conducted

Membership Roster

Update IT Committee Members log:

- Verification of current members
- Patricia: Create updated membership list for submission to CCC
- Provide copy to Mary Kelsay

Co-Chair Vacancy

Election for Co-Chair

- Michele Lathrop nominated as Co-Chair
- Election/Voting to be conducted at next meeting: March 15th

Email Archiving/Retention (Mike & Javier)

Email Archiving/Retention

- Employee accounts are immediately disabled when terminated for cause
- Content of the account will be maintained

<p>Email Archiving/Retention (Cont'd)</p> <p>Google Pilot</p>	<ul style="list-style-type: none"> • Impose expiration of accounts after 1 year + 1 term of inactivity (Non-enrollment or Discontinued employment) <ul style="list-style-type: none"> ▪ Implementation date –TBD • 180 Day Password Expiration <ul style="list-style-type: none"> ▪ Only impacts people with passwords greater than 180 days ▪ 90% of Help calls pertain to single sign-on ➤ TABLED until next meeting: Kelly will provide Student Application Timelines • Policy – Mail to remain on server (Hardware resource) • Policy – Archive (Liability) • Potentially “borrow” another institution’s policy and edit to fit our District <p>Google Pilot</p> <ul style="list-style-type: none"> • ITS is currently in initial testing phase of an Email/Calendar solution <ul style="list-style-type: none"> ▪ Ensure it will integrate seamlessly with Banner • Provides more space for email • Google solution will include Google + applications ➤ Tabled until next meeting: Woody will provide a demo of the pilot at the next meeting (Feb 16th)
<p>Accreditation (WASC) Recommendations</p>	<p>Deadline: June 2012</p> <ul style="list-style-type: none"> • Calvin demonstrated how to access WASC Report <p>Narrative (handout)</p> <ul style="list-style-type: none"> • Campus Computing Lifecycle Methodology <ul style="list-style-type: none"> ▪ Global Prioritization ▪ Day to day Prioritization (ext 6535) ➤ Homework: Group – Read and provide suggestions next meeting <p>Analyze/Resolve recommendations from Accreditation team:</p> <ul style="list-style-type: none"> • Recommendation #3 <ul style="list-style-type: none"> ▪ Safety Liability: Phones in every classroom ▪ Open Digital Campus Initiative <ul style="list-style-type: none"> ○ Introduction of rough draft Project List (handout) ➤ Sharon Dalmage: Provide Stem Grant Deadlines ○ Introduction of mobile (hand-held devices) ○ Modify Acceptable Use Policy and Computer/Email Policy by end of Spring term 2012 (Addressed in AP3720-AP3722) ○ Drafts should be placed on the IT Committee’s Group page for updating ○ Liability and security of community computers <ul style="list-style-type: none"> ❖ Security based on Roles (Banner) ○ Electronic signatures

<p>Asset Replacement Plan</p>	<p>Asset Report – Identify computers by age</p> <ul style="list-style-type: none"> • Formalize strategy for replacing old campus computer equipment (See Narrative Handout) <ul style="list-style-type: none"> ▪ PC Replacement ▪ Network Replacement ▪ Server Replacement ▪ Projector Replacement ▪ Phone Inventory <ul style="list-style-type: none"> ○ Take assessment & recommendation to SPBC ○ Recommend an Institutional Budget for ITS
<p>Updates</p>	<p>Connectivity Outage</p> <ul style="list-style-type: none"> • LS2 & ME building - RESOLVED <p>Status of Perkins Projects</p> <ul style="list-style-type: none"> • BCSED – COMPLETED prior to start of Spring Term • Tech Ed – Due for completion by end of Spring term <ul style="list-style-type: none"> ▪ Awaiting arrival of software ordered by instructors ▪ Computer imaging & installation • VAPA – COMPLETED prior to start of Spring Term
<p>Future Topics:</p> <ul style="list-style-type: none"> • New technologies <ul style="list-style-type: none"> ▪ Paperless ▪ Wireless 	
<p>Open Forum</p>	<p>Sue Malek – Library Scanners + Xerox machines</p> <ul style="list-style-type: none"> ➤ Will provide Calvin with a “No Obligation Demo Packet” as a paperless solution option • Address Copyright issues <p>Training</p> <ul style="list-style-type: none"> • Mandatory training (FLEX Credit) <ul style="list-style-type: none"> ▪ Address change in Faculty contract to include training • Internet Connectivity • Blackboard <ul style="list-style-type: none"> ▪ Currently offered by Greg Krynen, Technical Trainer