| IT COMMITTEE MINUTES | Thursday, January 28, 2021<br>2pm – 3pm<br><br>Zoom:<br>https://cccconfer.zoom.us/j/95210667261 |
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**Type of Meeting**: *Regular*
**Note Taker**: *Michele Schottelkorb*
**In Attendance**: *Richard Shaw, Lisa O'Leary, Duane Rumsey, Mike Wilmes, Javier Carcano, Rick Motawakel, Dr. Casey Scudmore, Deborah Sanchez, Michele Lathrop, Bilkeyshia Jester, Bill Carlson, LaDonna Trimble*

**Committee Members:**
Richard Shaw, ITS Executive Director
Lisa O'Leary, Co-Chair
Duane Rumsey, 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
Rianne Palecpec – ASO Student
Laureano Flores – Dean – Instructional Services
LaDonna Trimble – Dean – Student Services

| Items | Person | Action |
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| I. Opening Comments / Introductions | Chair | Meeting started at 2:02pm. |
| II. Approval of Previous Minutes for December 10, 2020 | All | Approved as submitted. |
| III. Introductions | Chair | Welcome back Michael Dioquino, Director of Technology Operations – He returns to AVC from College of the Canyons, states "grateful to be back" |
| IV. Staffing Update | Chair | DBA – Shobha Dodamani – starting 3/1 –Offer of employment extended, and accepted.<br>Dir. Enterprise Apps & Data Protection – Committee Mtg next week<br>Admin Assistant – search closes 2/9 –search next week |

| V. Classroom AV Update | Chair | Status report – BlackBox pulling cable and Howard Technologies is installing hardware. Objective is to have the work done the first week of May. Rooms will be ready for Summer, which starts third week of May and we will be in a position to provide space for faculty who could potentially teach in a hybrid format: half in the classroom and half online. We are spending about 1.8 mill in CARES funding on this. This will be a useful tool for Faculty, as we do not want students to come to class sick, so this will be available for recording Zoom sessions to put up in Canvas for later, for any number of things, whether they are working face to face or in a hybrid model; we expect this to be a popular setup. |
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| VI. Update to AP 3725 | Chair | Proposal to update standards requirement to WCAG 2.1 for accessibility compliance: Proposed revision for 4/12/2021.<br><br>Accepted, none opposed. Rick will move on to CCC and Exec. |
| VII. Other issues / Open Forum | All | Question was brought up regarding previous meeting's minutes where it was mentioned that faculty will receive a laptop or surface, in lieu of a desktop. How does this fit into existing 4-year cycle for faculty and do adjunct receive devices? These will be handled primarily as refreshes; if there is an urgent issue, it will be addressed immediately. Equipment is not provided to adjuncts; however, in times of urgency, an adjunct can open a ticket and if they need help finishing out the term, we will assist them.<br><br>It was brought up that staff is checking out student devices from library, to work from home. When staff is on campus, the library computers do not have mics or cameras. Typically these devices are a departmental purchase out of office budget; ITS does have a stash that can be lent out as needed. A ticket needs to be put in for this type of request.<br><br>For the Library Canvas link, Deborah is to get with Alex P to facilitate.<br><br>The working link for students to request a loaner computer or hotspot is:<br>https://www.avc.edu/computerloanprogram |

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| | | We are working to migrate all staff to Office 365 by Summer. |
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| FUTURE MEETING DATES:<br>**Spring 2021:** 2/11, 2/25, 3/11, 3/25, 4/8, 4/22<br>**Summer 2021:** 5/13, 6/10, 7/8 (if necessary) | | Next Meeting: February 11, 2021 |