

# Information Technology Committee

**Date: March 14, 2013**

**Location: L-201**

**Begin: 2:00 pm**

**Adjourn: 3:00pm**

## **In Attendance**

- Rick Shaw
- Michele Lathrop
- Susan Malek
- Luis Echeverria
- Joseph West
- Nancy Bednar
- Javier Carcano
- Woody Burns
- Mike Wilmes
- Angela Musial
- Kim Covell

### Guests

- Dan Scott
- Gloria Mills
- Greg Krynen

## **Absent**

- Sharon Lowery
- Ron Mummaw
- Brandon Zavala
- Van Rider
- Rodney Schilling
- Dr. Tom O'Neil

### **Legend**



Action  
Item

## **Agenda**

## **Minutes**

Welcome/Announcements

- Michele called meeting to order

Attendance

- By Sign in

Review/Approve/Discuss (March 14 meeting minutes)

Located in Google Docs and MyAVC Group Page

Perform Annual Review of Computer Use and email Guidelines

- M. Lathrop – Committee finished its review of policy and will begin rewriting.
- N. Bednar will join committee
- Goal is to bring draft to committee by May 9<sup>th</sup> meeting and send through CCC by end of May for implementation in fall.

Mobile Apps

- R. Shaw –contact with Ellucian approved by Board of Governors March 11, 2013
- Implementation will be fall, 2013
- Early access to system for testing by end of semester
- R. Shaw would like to do a soft rollout over summer
- W. Burns – concern for helpdesk traffic. We need to make sure all front line staff in student services and labs are familiar and on-board with application.

	<ul style="list-style-type: none"> <li>➤ R. Shaw will discuss with K. Mergliano and bring back to committee at 1<sup>st</sup> or 2<sup>nd</sup> meeting in April.</li> </ul>
Proxy Server for Library	<ul style="list-style-type: none"> <li>• Table for March 28<sup>th</sup> meeting</li> </ul>
IT Master Plan Subcommittee	<ul style="list-style-type: none"> <li>• Table for April 11<sup>st</sup> meeting <ul style="list-style-type: none"> <li>➤ M. Wilmes – 1<sup>st</sup> draft to committee April 11<sup>th</sup> meeting</li> </ul> </li> </ul>
Open Forum	<ul style="list-style-type: none"> <li>• R. Shaw – Scheduled outages <ul style="list-style-type: none"> <li>○ March 29 – 3, Banner update.</li> <li>○ March 31, 2 hour scheduled outage of network to expand band capacity</li> <li>○ April 5: 2.5 hour outage to update database</li> </ul> </li> <li>• R. Shaw – CISOA Conference <ul style="list-style-type: none"> <li>○ Talked to attorney giving presentation on Intellectual Property/Scanning issues. Posting signs and making students aware covers college's liability.</li> <li>○ Google has a tool for downloading video from YouTube. If you download it does not affect bandwidth</li> <li>○ State is working on a new version of CCCApply. It will have a built-in Spanish translation. IT will need to make some modifications <ul style="list-style-type: none"> <li>➤ R. Shaw will approach V.P. about approval of Phase 1 of the Wireless Project. He will recommend moving Learning Center to Phase 1 of project</li> </ul> </li> </ul> </li> <li>• R. Shaw – Accreditation Response – we need to prioritize projects. We need to revise to show completed projects. <ul style="list-style-type: none"> <li>○ Possibly send list to deans to update their areas. M. Lathrop will revise Learning Center.</li> </ul> </li> <li>• M. Lathrop – we need process in place to track hardware when it is taken out of an area. Computers were removed from Reading Center area when we updated to Windows 7 <ul style="list-style-type: none"> <li>➤ W. Burns with follow-up</li> </ul> </li> <li>• S. Malek – Vendors have demos of copy machines for student use. R. Shaw is looking at Uniflow. Health Science will be 1<sup>st</sup> deployment – can be linked to mag card ID.</li> <li>• Old email is still working. IT extended period of time so people can still opt in</li> </ul>
Adjourn	<ul style="list-style-type: none"> <li>• 3:20 pm</li> </ul>
Next Meeting Date	<ul style="list-style-type: none"> <li>• Thursday, April 11, 2013</li> </ul>