IT COMMITTEE	May 08, 2014

IT COMMITTEE
MINUTES

Called to Order: 2:00 pm, L-201	Type of Meeting: Participatory Governance / Regular
Chair or Co-Chair: Rick Shaw, ITS Executive Director	
Michele Lathrop, Tutorial Specialist	

Attendees: Rick Shaw, Michele Lathrop, Mike Wilmes, Dr. Nancy Bednar, Nathan Skadsen, Suzanne Malek, Joseph West, Dr. Tom O'Neil, Javier Carcano, Dr. Casey Scudmore, Van Rider, Kim Covell (via CCC Confer) and Rodney Schilling (via CCC Confer)

Absent: Ed Knudsen (Interim for VP Academic Affairs), LaDonna Trimble, Angela Musial and Dawn McIntosh

Guests: Rhonda Burgess, Dan Scott and Greg Krynen

Resource Documents: N/A

IT Committee Meeting Minutes Approval	Chair/Co-Chair	
Discussion: Minutes from April 24, 2014 meeting were reviewed and approved with no changes		
Action Items: N/A	Person Responsible:	Deadline:

Review of Action Items

Wifi Updates

Discussion:
- Viewed map of campus on avc.edu of wifi work in progress – shows substantial progress and project nearing completion
- Project is on target for completion and deployment before end of semester
- Enterasys troubleshooting issues with crossover coverage

Action Items: N/A	Person Responsible:	Deadline:

AP 6535

- Reviewed policy – no changes noted
- It is presumed that a laptop will be taken off of campus so it is not necessary to complete additional paperwork

Action Items: N/A	Person Responsible:	Deadline:

3720-B

- Reviewed policy – Local Administrator Access
- No priority to fix equipment if you blow it up
- Verbiage – admin access – ability to install software – needs to be licensed – can't install random software – will require Dean autograph then Rick Shaw
- Local admin access
- Electronic signatures to be considered in the future

Action Items: N/A	Person responsible:	Deadline:

Inventory of computer equipment

- Student workers will be working full-time the week after graduation to help complete inventory of computer equipment
- Will access all offices
- Rick will send out an all user to let everyone know we will be there

Action Items: N/A		

Open Forum

Discussion: Status of Fox Field and Wifi
- Currently has microwave link
- Will have a 2nd microwave link between new hanger and existing facility
- Will have wifi up in both locations

Discussion: AT&T call tower in the baseball stadium
- Very close to closing deal
- Funds will provide lighting to the stadium

Discussion: Tours of North end of campus
- Mike Wilmes has completed three tours for a total of nine people – 4 ASO / 5 staff
- Will offer again next summer

Discussion: AdAstra Upgrade
- First workgroup next week
- Will distribute & publish who inputs data, does scheduling and keeps up to date

Discussion: San Joaquin Delta SAN Migration
- Fully executed
- Field trip to be scheduled tentatively for June

Discussion: Banner Implementation
- June 8, 9 & 10 is first scheduled training session
- Additional training sessions over the summer
- Business Services to be complete by and of 2014 / 2015 fiscal year
- Human Resources to be complete by 2015 calendar year

Discussion: SIMS / NIMS ER Training – Information Share
- Emergency situations for the community
- Have set up incident management teams
- Identifying primary & secondary meeting places & will equip accordingly
- Evaluating what we need available, reserves, infrastructure, community, etc.
- Need to take into consideration minor children in SOAR and daycare – increases responsibility
- Working to execute before an event occurs requiring program

Discussion: IT Committee Membership
- All seats extended thru Summer
- Will need to elect new co-chair
- Expiring terms – Ed Beyer aware
- Restructure division representation in makeup of committee
- IRES no longer exists – needs to be dissolved
- Senate calls have gone out
- Will restructure after Senate has completed their restructure

Discussion: Future meetings
- Next meeting on 5/22/14 to be delayed by ½ hour until 2:30 pm
- Summer meetings – will maintain place holders for 3 dates (1st meeting date of each month) - meeting will be called only if there are sufficient agenda items to warrant
- Circulate agenda items – additions can be made by email
- Policy – may need input or vote after meetings with President Knudsen – will communicate via email

Upcoming IT Committee Meeting Dates		
Next Meeting: May 22, 2014, 2:30 pm, L-201		

Reference: Tentative upcoming dates as follows:
    2014:
    Summer: 6/12, 7/10, 7/24		

Action items: Future meeting dates to be sent out via Google prior to each meeting	Person responsible: Rhonda Burgess	Next deadline: 05/06/2014
Additional Information: Adjourned 2:35 pm		