

IT COMMITTEE MINUTES

Thursday, Sept 10, 2020
2pm – 3pm

Zoom: <https://cccconfer.zoom.us/j/232422186>

Type of Meeting: *Regular*

Note Taker: *Jana Crawford*

Please Review: *Agenda and Minutes from May 14th meeting*

In Attendance: *Richard Shaw, Lisa O’Leary, Laureano Flores, Duane Rumsey, LaDonna Trimble, Bill Carlson, Mike Wilmes, Javier Carcano, Jim Bowen, Bilkeyshia Jester, Michele Lathrop*

Guests:

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
 Jim 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
Vacant – ASO Student
 Laureano Flores – Dean – Instructional Services
 LaDonna Trimble – Dean – Student Services

	Items	Person	Action
I.	Nominations & Election of 2020 Co-Chair	All	Lisa O’Leary nominated by Michele Lathrop. Lisa O’Leary named 20/21 Co-Chair.
II.	Opening Comments / Introductions	Chair	Bilkeyshia Jester, Measure AV Accountant, was introduced as the new member representing Business Services.
III.	Approval of Previous Minutes from May 14, 2020	All	Approved as submitted.
IV.	Spring / Summer Update	Chair	avcremote.avc.edu – AVC remote has allowed employees access into file shares while working remotely. Thank you to Mike Wilmes and the System Admins for their hard work in making this successful.

		<p>The only issue is that AVC remote does not work well with Mitel. The Mitel client is being made available to access off campus on personal devices but can only be ran on one device at a time.</p> <p>Students in A/D – A subdomain was added in Active Directory for students to facilitate remote access to instructional labs.</p> <p>Labs.avc.edu – Students can go to labs.avc.edu, select the course they are enrolled in (if it is an instructional lab with computers) and do a one to one connect to those workstations.</p>
V. Student Computer Loan Program	Chair	<p>Devices out on loan as of 9/10/2020:</p> <ul style="list-style-type: none"> • Chromebooks 578 • Desktops 35 • Windows Laptops 68 • Hotspots 258 <p>Remote access for some of the Digital Media students has not been working, so ITS is loaning computers from the Mac lab.</p>
VI. Daily Messaging	Chair	<p>RAVE is being used to send out daily SMS and Email messaging for students and employees on campus. Scott Tuss and Rich Caton did a tremendous amount of work to structure a series of reports that consolidate data to generate a message to those that are scheduled to be on campus that day. The message is a reminder to fill out a Health Survey before coming to campus.</p>
VII. Classroom A/V Updates	Chair	<p>The college received \$1.3 million in CAREs funding to update all classrooms to new standards. New standards include a second camera with pan/tilt/zoom. The cameras are part of the instructional system in the classroom only – cannot broadcast out through anything other than instructional station in that room. This will allow for hybrid instruction in the classrooms in the spring.</p>
VIII. Staffing	Chair	<p>Vacant Positions in ITS:</p>

		<p>Director, Technology Operations Director, Enterprise Applications & Data Protection Technical Analyst Computer Services Tech (2) Database Administrator Clerical Assistant II</p> <p>The Office of Human Resources will be posting jobs announcements soon.</p>
IX. AP 3720	Chair	<p>Information – future action:</p> <p>Federation has made recommendations on revisions.</p> <ul style="list-style-type: none"> - Addressing account provisioning - Information Security - Data Protection AP 3800 <p>Target date for committee review 9/24 meeting</p>
X. Meeting dates for 20/21	All	<p>Frequency and dates discussion Projected Meeting Dates Fall 2020: 9/24, 10/8, 10/22, 11/12, 12/10 Spring 2021: 1/14, 1/28, 2/11, 2/28, 3/11, 3/25, 4/8, 4/22 Summer 2021: 5/13, 6/10, 7/8 (if necessary)</p>
XI. Other Issues / Open Forum	All	<p>HelpDesk team was applauded for fast response times.</p> <ul style="list-style-type: none"> -ITS has scheduled OS updates on Friday, Sept 18th. -Facilities outages are scheduled for Friday, Sept 18th, (T100, BE, SSV, SCT, PAT, LC). Computer labs and networking access will be affected in TE1, TE2, ME, T700, OF2, and GYM due to the scheduled power outage.
<p>FUTURE MEETING DATES: Fall 2020: 9/24, 10/8, 10/22, 11/12, 12/10 Spring 2021: 1/14, 1/28, 2/11, 2/28, 3/11, 3/25, 4/8, 4/22 Summer 2021: 5/13, 6/10, 7/8 (if necessary)</p>		<p>Next Meeting: September 24, 2020</p>