IT COMMITTEE MINUTES	Thursday, May 14, 2020 2pm – 3pm Zoom: https://cccconfer.zoom.us/j/232422186

Type of Meeting: *Regular*
Note Taker: *Jana Crawford*
Please Review: *Agenda and Minutes from February 27th meeting*
In Attendance: *Richard Shaw, Lisa O'Leary, Dean LoNigro, Duane Rumsey, Mike Wilmes, Javier Carcano, Laureano Flores, Perry Jehlicka, Dr. Casey Scudmore, Deborah Sanchez, LaDonna Trimble, Michele Lathrop*

Guests: *Bill Carlson, , Greg Krynen*

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
Denise Anderson – 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
I. Opening Comments / Introductions	Chair	Called to order at 2:03pm
II. Approval of Previous Minutes for Feb 27, 2020	All	Approved with one change
III. APs 3720 and 3725 updates	Chair	AP 3720 addressed by email – back from CCC with comment, under review by Exec IT, next step Exec Council AP 3725 approved and accepted by Board
IV. IT Operations Update	Chair	Techs will visit each department to ensure all services are working properly.

		Learning Center is being configured for employees to work on mandated training.
V. Standards Update	Chair	A shift needs to be made for all full time faculty to have laptops rather than desktops. Adjuncts lack technology to do their job – a decision must be made on how to address this going forward.
VI. Disaster Recovery/Business Resumption in the time of COVID19	All	**Observations from a technology perspective:** -There is a need for a secure electronic workflow that includes electronic signatures to improve efficiency. -There is a need to transition application processes (Nursing Program) from paper to electronic. -Perkins or other grants may be able to assist with these program improvements. **Challenges encounter while working from home:** -Printing from Banner -Process improvement (paper processes to electronic) -If employees are working from home will other electronic devices become available (ex: cell phones, printers)? -Should ITS make an investment in technology to provide faculty with additional equipment?
VII. Next Meeting		May 28, 2020
VIII. Other issues / Open Forum	All	The Chancellor's Office is encouraging the use of funds to improve IT infrastructure. -Meeting ends at 2:49pm
FUTURE MEETING DATES: **Summer 2020:** 6/11, 7/9 (if needed) **Fall 2020**: 8/27, 9/10, 9/24, 10/8, 10/22, 11/12, 12/10		Next Meeting: June 11, 2020