

# Information Technology Committee

**Date: January 12, 2012**

**Location: L-201**

**Begin: 2:00pm**

**Adjourn: 3:30pm**

## In Attendance

- Calvin Madlock, Chair
- Nancy Bednar
- Woody Burns
- Javier Carcano
- Kelley Hare
- Michele Lathrop
- Suzanne Malek
- Ron Mummaw
- Heidi Preschler
- Joseph West
- Mike Wilmes

### Non-Members

- Michael Dioquino
- Patricia Fuller
- Ken Sawicki

## Absent

- Sharon Lowry
- Tom O'Neil
- Rodney Schilling
- Van Rider
- Shirlene Thatch
- Jill Zimmerman

### Legend

➤ Action Item

## Agenda

Welcome/Announcements

## Notations

- Calvin Madlock called the meeting to order
- Roll call was conducted
- Verification of current members
- Introduction of new ITS technical Analyst, Michael Dioquino
  - Advised committee of new Assessment Test (requested by faculty)
  - Current equipment was not able to support the software
  - Increased cost of \$0.40 per test (off-site testing- totaling \$1)
  - Looking at VDI web-based solution

Review/Approve/Discuss Action Items:  
November 10<sup>th</sup> Meeting Minutes

- Member Log
- Co-Chair Vacancy
- Email Archiving/Retention

Update IT Committee Members log:

- Kelly stated Javier's name has not yet been received by CCC
  - Calvin will follow-up to ensure update takes place
  - Include justification for Javier's membership

Election for Co-Chair

- Nominations should be conducted next meeting
- Schedule Election Date

#### Email Archiving/Retention

- District is legally obligated to save all incoming and out-going mail
- AVC is currently liable under this mandate
  - Lack of equipment and man power)
- Discussion occurred regarding the implementation & usage of a password manager; the Policy & Procedure and Acceptable Use Policy
- Currently no process in place to deactivate an Email account unless employee was involuntarily terminated
  - Approximately 150,000 email accounts currently active (9yrs)
  - Storage issue: Emails sent to all user accounts causing back-log
  - Purge unused accounts – (Create approximately 50GB of space)
- Implement a good archiving solution
  - Impose expiration of accounts after 1 year + 1 term of inactivity (Non-enrollment or Discontinued employment)
    - Policy – Mail to remain on server (Hardware resource)
    - Policy – Archive (Liability)
    - Potentially “borrow” another institution’s policy and edit to fit our District
    - Suggestions:
      - Faculty have more space
      - Provide four (4) week notification prior to email termination date
    - Potential Issues:
      - Need a dedicated programmer to manage content
      - All prospective students are provided an email account for contact purposes (Fin Aid, Enrollment, Counseling, etc)
        - ❖ Creates security issue (SPAM)
  - Mike: Obtain previous notations from Katherine & Scott
  - Kelly: Provide Student Application Timelines
- Suggestions for informing campus community of this information should be provided: In-service (Welcome Back); Targeted Email/Announcements (sent 1 week prior to start of semester)
- Establishment of campus wide accountability (Acknowledge & Sign Acceptable Use Policy)
- Liability & security of community accessible computers (Library & Open Labs)
- Javier & Mike will continue to research solutions and report findings

#### Google Pilot

- ITS is currently in initial testing phase of an Email/Calendar solution
- 2nd phase will include IT & DETC Committees
- Woody will provide a demo of the pilot at the next meeting

	<p>(Feb 16<sup>th</sup>)</p> <p>Open Campus Initiative (Community Computers)</p> <ul style="list-style-type: none"> <li>• Acceptable Use Policy (AP3722) <ul style="list-style-type: none"> <li>▪ Drafts should be placed on the IT Committee’s Group page for updating</li> <li>▪ Liability and security of Community Computers <ul style="list-style-type: none"> <li>○ Addressed in AP3720-AP3722</li> </ul> </li> <li>▪ Conducted at New Employee Orientation (HR)</li> <li>▪ Reminders presented at Welcome Back</li> <li>▪ Electronic signatures</li> </ul> </li> </ul>
<p>Accreditation (WASC) Recommendations</p>	<p>Deadline: June 2012</p> <ul style="list-style-type: none"> <li>• Calvin demonstrated how to access WASC Report</li> </ul> <p>Recommendation 2d</p> <ul style="list-style-type: none"> <li>• Interpreted as: this recommendation refers to the IT &amp; DETC Committees</li> <li>• Seems the issue is in effectiveness not necessarily the structure of the committees</li> <li>• Need a policy and procedure for new software (cannot continue to circumvent IT in the process of ordering new technology)</li> <li>• Limited Admin Rights for Faculty to download software/updates <ul style="list-style-type: none"> <li>▪ Flash updates were used as an example <ul style="list-style-type: none"> <li>○ HTML 5 should resolve this matter</li> </ul> </li> <li>▪ Faculty can provide ITS with a list of specific programs they need access to <ul style="list-style-type: none"> <li>○ ITS &amp; IT Committee can determine what programs can be offered for instructors to download and use at will via the network</li> </ul> </li> </ul> </li> <li>• IT &amp; DETC Committee roles <ul style="list-style-type: none"> <li>▪ DETC provides all recommendations directly to the IT Committee</li> <li>▪ IT Committee reviews and prioritizes all recommendations for the campus and provides them to the appropriate groups (SPBC, Admin Council, etc.)</li> </ul> </li> <li>• Department Visits <ul style="list-style-type: none"> <li>• Calvin shared a spread sheet of various departmental technological needs/requirements identified by each department in collaboration with ITS</li> <li>➤ Calvin will update spreadsheet to include the following areas: <ul style="list-style-type: none"> <li>○ Athletics, Social Sciences, Tech Ed, and VAPA</li> </ul> </li> </ul> </li> </ul> <p>Review &amp; discuss: Recommendation 3</p> <ul style="list-style-type: none"> <li>• TABLED until next meeting</li> </ul>
<p>Asset Replacement Plan</p>	<p>Asset Report – Identify computers by age</p> <ul style="list-style-type: none"> <li>• TABLED until next meeting</li> </ul>
<p>Open Digital Campus Program</p>	<p>Educate entire campus</p> <ul style="list-style-type: none"> <li>• TABLED until next meeting</li> </ul>
<p>Future Topics:</p> <ul style="list-style-type: none"> <li>• New technologies</li> </ul>	<ul style="list-style-type: none"> <li>• TABLED until next meeting</li> </ul>

- Discussion on training
  - Blackboard
  - Internet Connectivity
- Budget
  - ITS should have an institutional budget to cover software, hardware, maintenance and license fees
- Projects
  - Current
    - BCSED
    - Tech ED
  - Future:
    - Wireless
    - Paperless

Updates	
Open Forum	