

IT COMMITTEE Minutes

Thursday, September 23, 2021

2pm – 3pm

Zoom:

<https://avc.zoom.us/j/93621569927?pwd=NO9pYmNVVWtBUcnI1YlB1Q0w3VVd2dz09>

Type of Meeting: *Regular*

Note Taker: *Michele Schottelkorb*

In Attendance: *Richard Shaw, Lisa O’Leary, Michele Lathrop, Mike Wilmes, Jimmie Bowen, Casey Scudmore, Bill Carlson, Javier Carcano, Deborah Sanchez, LaDonna Trimble, Veronica Glasgow, Rick Motawakel*

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
 Bilkeyshia Jester – Classified – Business Services
 Lisa O’Leary – Classified Union
 Bill Carlson – Classified CMS
~~Rianne Paley~~ **Veronica Glasgow** – ASO Student
 Greg Bormann – Dean – Instructional Services
 LaDonna Trimble – Dean – Student Services

Items	Person	Action
I. Opening Comments	Chair	Meeting started at 2:05pm
II. Approval of Previous Minutes for August 26, 2021	All	Accepted as submitted.
III. Staffing Update	Chair	DBA Search – Offer Accepted – Start Date 10/12/21 Clerical II – Help Desk, Monday – Robin started 9/20/21 AA job not posted yet Tech Analyst positions working on updated job description
IV. Refresh Standards	All	Discussion/Feedback/Consensus? Inquired about preference between laptop or surface. Supply chains are poor. Deliveries are pushed out to December.
V. Updates <ul style="list-style-type: none"> a. Security Training b. Preferred Name c. myAVC 	Chair	Security Training: Delayed to start in October, in anticipation of HR training. Hoping to send out 2 nd week of October and do every 3 months. Preferred Name: Working out kinks in the code, hope to be done within next week or so. myAVC: Expanding content, working out bugs, good feedback received. Negative feedback is limited to aesthetics. App working well.
VI. Accreditation III C Team	Chair	Folks who volunteered, names have been forwarded to Meeta.



VII. AP/ BP & 3720, AP 3723 Use Guidelines	Chair	In committee folder for final pass on 3720 & 3723. First pass review of Use Guidelines update Please take time over the next two weeks to visit AP/BP 3720, AP 3723, Resource Guidelines DRAFT. Some markups have been done in the margins, would like to be done by next meeting.
VIII. Other issues / Open Forum	All	Issues with Hyflex in the classrooms, such as lapel mics and microphones being left on (battery drain), to assist, purchase of cases of batteries to be left with division to hand out as supply. Ceiling mics are in the pipeline.
FUTURE MEETING DATES:		Fall 21: 10/14, 10/28, 11/11 , 11/25 , 12/9 Spring 22: 1/13, 1/27, 2/10, 2/24, 3/24, 4/14, 4/28, <i>Summer 22: 5/26, 6/23, 7/21 (if necessary)</i>