

# Information Technology Committee

<b>Date: May17, 2012</b>	<b>Location: L-201</b>	<b>Begin: 2:00pm</b>	<b>Adjourn: 3:30pm</b>
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In Attendance	Absent
<ul style="list-style-type: none"> <li>• Calvin Madlock, Chair</li> <li>• Nancy Bednar (CCC Confer)</li> <li>• Woody Burns</li> <li>• Javier Carcano</li> <li>• Kelley Hare</li> <li>• Sue Malek</li> <li>• Angela Musial</li> <li>• Tom O'Neil (CCC Confer)</li> <li>• Heidi Preschler</li> <li>• Van Rider</li> <li>• Mike Wilmes</li> </ul> <p style="margin-top: 20px;"><u>Guests</u></p> <ul style="list-style-type: none"> <li>• Ken Sawicki (CCC Confer)</li> <li>• Patricia Fuller</li> </ul>	<ul style="list-style-type: none"> <li>• Jessica Anderson</li> <li>• Michele Lathrop</li> <li>• Sharon Lowry</li> <li>• Ron Mummaw</li> <li>• Tom O'Neil</li> <li>• Rodney Schilling</li> <li>• Joseph West</li> <li>• Jill Zimmerman</li> </ul>

Legend	
➤	Action Item

Agenda	Notations
Welcome/Announcements	<ul style="list-style-type: none"> <li>• Calvin called the meeting to order</li> <li>• Roll call was conducted</li> </ul>
Review/Approve/Discuss ( <i>May 3<sup>rd</sup> Meeting Minutes</i> )	<p>IT Committee Notes</p> <ul style="list-style-type: none"> <li>• Located in Google Docs and myAVC Group page</li> <li>➤ Approved by members                             <ul style="list-style-type: none"> <li>○ Calvin and Nancy abstained from the vote as they were absent from that meeting</li> </ul> </li> </ul> <p>Purchasing Recommendation for Handheld Devices</p> <ul style="list-style-type: none"> <li>• Located in Google Docs</li> <li>• Four Goals: Bring own devices, Who/What has access/ Potential loss/ Changes made to AP3720-3722</li> <li>• Loan of Equipment Form will be used to checkout equipment (ie: Tablets, Hotspots, etc.)                             <ul style="list-style-type: none"> <li>○ Discussion occurred to differentiate Policy vs. Procedure</li> <li>○ IT Committee creates/provides policy recommendations only</li> <li>○ Procedure is determined by Administration</li> </ul> </li> <li>• All tablet purchases currently need to be approved by Jackie Fisher</li> <li>➤ A vote via email regarding the Recommendation for Handheld Devices will be conducted and closed by May 21, 2012</li> </ul>
Policy Revision AP3720-3722	<p>Discussion of AP3720-3722</p> <ul style="list-style-type: none"> <li>• Four Goals: Bring own devices, Who/What has access/ Potential loss/ Changes made to AP3720-3722</li> </ul>

	<p>Policy AP3720-3722</p> <ul style="list-style-type: none"> <li>• Separate Policy/ Process</li> <li>• Two sets of policies</li> <li>• Can they give access to the community?</li> <li>• Don't want to have rewrite policy with the technology changing</li> <li>• Stipulate/ Impose What other colleges are doing for AP3720</li> </ul>
Update: Wording of AP3720	<ul style="list-style-type: none"> <li>• Added alternate sentence “applies to devices owned by district”</li> <li>• Changed wording in Alternate of the “Procedure Applies”</li> <li>• Issues arose about Ability to Support and Liability</li> <li>• Talked about district having the right at any time to remove software</li> <li>• Burden to the ITS department</li> <li>• New students and new employees must sign new policy</li> <li>• Check to see if legal agrees</li> <li>• Google apps- District could take away</li> <li>• Copy rights/ Licenses: District Responsibilities and Liability regarding personally owned equipment and software. Bringing personal computer/ software district obligation is to make sure “our” programs are functioning not personal software/ computer/ printers.</li> <li>• AP3720- District would be liable</li> <li>• AP3722- user is expected to find the responsibilities for themself.</li> <li>• PDF's are being created correctly and are not accessible to everyone</li> <li>• The word “resources” was changed to “District Resources”</li> <li>• “Adverse impact on District Resources”- viruses that personal software may bring</li> <li>• Changed wording in Retention of equipment: finding other ways to make sure things are probably checked out to individuals so that way the Lost/ Stolen rate would go down.</li> <li>• Usage wording changed, in reference to what you can say on the district internet. ie: politics</li> <li>• Moved sentence “tax exemption” to beginning of paragraph</li> <li>• Disclosure: Effects on Personal Equipment: If you plug into a district computer with a flash drive that the individual is responsible for contents if stolen.</li> </ul>
Review of prior meeting minutes (04/26/12)	<ul style="list-style-type: none"> <li>➤ Motion to review minutes</li> <li>➤ Removed formatting</li> <li>➤ Change Jessica Anderson to was absent</li> <li>➤ Committee :membership rooster moved to next meeting on May 17<sup>th</sup></li> <li>➤ Approved minutes- two abstentions</li> </ul>
Updates:	
Open Forum/Other	