

IT COMMITTEE Minutes

Thursday, August 25, 2022

2pm – 3pm

Zoom:

<https://avc.zoom.us/j/97484040285?pwd=SVBvZXZ0czJnYkFNUHkxQ1RaTUVZUT09>

Meeting ID: 974 8404 0285

Passcode: 535060

Type of Meeting: *Regular*

Note Taker: *Darlene O’Keeffe*

In Attendance: *Richard Shaw, Lisa O’Leary, Tom Gang, Rick Motawakel, Perry Jehlicka, Deborah Sanchez, Michele Lathrop, Bill Carlson, Javier Carcano, Bilkeyshia Jester*

Guests: *None*

Committee Members:

Richard Shaw, ITS Executive Director

Lisa O’Leary, Co-Chair

Perry Jehlicka, DETC Co-Chair

Tom Gang, VP Academic Affairs Designee

Mike Wilmes, ITS Systems Administrator

Javier Carcano, ITS Systems Security Administrator

Rick Motawakel, Academic Senate

Jimmie Bowen, Academic Senate

Vacant – 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

Veronica Glasgow, ASO Student

Greg Bormann, Dean, Instructional Services

LaDonna Trimble, Dean, Student Services

Items	Person	Action
I. Opening Comments	Chair	Meeting started at 2:10pm
II. Approval of Previous Minutes for February 10, 2022	All	Approved as submitted
III. Staffing Update	Chair	<ul style="list-style-type: none"> ● Introductions: <ul style="list-style-type: none"> ○ Administrative Assistant: Darlene O’Keeffe, started 3/16 ○ Computer Support Tech: John Weber, started 4/12. Will be providing additional support for afternoon and evening instruction. ● Open Projects Manager Position: Hiring Committee to hold its first meeting 4/26/22. ● Updated DBA and Tech Analyst PDs have been approved by the Classification Committee. Pay Range unknown at this time. ● Faculty Union Representative position with the committee is now open. Due to the reorg, Dr. Scudmore is no longer part of the Faculty Union and can no longer fill this spot on the

		committee. Rick expressed his gratitude to Dr. Scudmore for her incredible support for ITS, and her many years of service with the committee.
IV. Standards of Operations – Cyber Training	Chair	<ul style="list-style-type: none"> • Training to be mandatory starting this term per the President’s Office. No one should wait until the change is made in Keenan Safe Colleges Training- efforts now, will count going forward. • URL for 2Factor component added under Section 7, Acceptable Use Agreement. The key works with phone after downloading the app. Helpdesk will assist students through the setup. The link to the app and trainings will be added to FAQ page. • YubiKey security keys are currently being distributed. • There were no objections by members to add these changes to the document.
V. Updates <ul style="list-style-type: none"> a. 2FA is coming b. Cyber Security Training c. Instructional and Faculty Refresh Update d. Accreditation e. Tech Plan 	Chair	<ul style="list-style-type: none"> a. 2FA - begins by 5/11. Date chosen because it’s about halfway between the end of the term and grade submission, and the start of summer. Allows students to get their grades before introducing something new. Will be live and required by the start of the new term. Challenge with authentication platform, PortalGuard, and how it handles the YubiKeys. To complete YubiKey setup may require an email address, which can be deleted afterwards. FAQ will be updated to include instructions for this. It was asked if there is an update for 2FA for department emails. Rick will get the answer for this. b. Cyber Training - Due by end-of-month. Currently provisioned as <i>recommended</i>. Will be provisioned for fall as <i>required</i>, based on the changes to the Standards of Operation, and will be required going forward. The training has seen good response and positive feedback by staff. c. Faculty Laptops - Not all laptops have been deployed at this time. Appointments are being made. Rick to email faculty a reminder to get it done before summer break. Laptops will come with docking stations, and dual displays if needed. d. Accred - Working through the final edits of the IIC draft. e. TMP - Will continue working on the draft and have its release coincide with the launch of the new Education and Facilities Master Plans.
VI. Other issues / Open Forum	All	Meeting ended at 2:25pm
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, Summer 22: 5/26, 6/23, 7/28 (if necessary)