

Information Technology Committee

Date: February 14, 2013				Location: L-201		Begin: 2:00 pm		Adjourn: 3:00pm					
In Attendance					Absent								
<ul style="list-style-type: none"> • Rick Shaw, • Michele Lathrop • Nancy Bednar • Susan Malek • LaDonna Trimble (CCCConfer) • Kim Covell (CCCConfer) • Rodney Schilling (CCCConfer) • Woody Burns • Mike Wilmes • Angela Musial <p style="margin-left: 40px;">Guests</p> <ul style="list-style-type: none"> • Dan Scott (cccConfer) • Gloria Mills 					<ul style="list-style-type: none"> • Sharon Lowery • Ron Mummaw • Luis Echeverria • Van Rider • Brandon Zavala • Joseph West • Javier Carcano • Dr. Tom O'Neil 								
					<table border="1" style="margin-left: auto; margin-right: auto;"> <tr style="background-color: #e0e0e0;"> <th colspan="2" style="padding: 5px;">Legend</th> </tr> <tr> <td style="width: 30px; text-align: center; padding: 5px;">➤</td> <td style="padding: 5px;">Action Item</td> </tr> </table>					Legend		➤	Action Item
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➤	Action Item												
Agenda					Minutes								
Welcome/Announcements					<ul style="list-style-type: none"> • Michele called meeting to order 								
Attendance					<ul style="list-style-type: none"> • By Sign in 								
Review/Approve/Discuss (January 24 th meeting minutes)					Located in Google Docs and MyAVC Group Page <ul style="list-style-type: none"> • Move Angela Musial to 'In Attendance' • Correct spelling of Michele Lathrop's name • Unanimous approval as revised 								
Discuss Student Use of Personal Scanners in Library					Discuss <ul style="list-style-type: none"> • Existing policies cover the use of personal devices on campus. If we post Copyright Notice on door of library we will be protected. We should also put up an Electronic Usage notice as well. • All areas on campus that have copiers should have Copyright Notice posted. • Resolved with qualifier that if a lawsuit or liability is discovered we will reopen the issue 								
Perform Annual Review of Computer Use and email Guidelines					<ul style="list-style-type: none"> • There will be an update in March <ul style="list-style-type: none"> • Michele will send out a draft to committee with highlighted changes. 								

Mobile Apps	<ul style="list-style-type: none"> • Rick shared plans to shift mobile app development away from individual Google/Android and Apple/IOS apps to Ellucian's App Services. Ellucian is offering a deal of \$12,000/year for license. R. Shaw recommends Ellucian • Purchase Requisitions to Android and Apple for their Software Development Kits (SKDs) cancelled • We need to sign contract by March • N. Bednar – Faculty are being encouraged to develop mobile apps.
Proxy Server for Library	<ul style="list-style-type: none"> • R. Shaw talked to programmers at Ventura College about Easy Proxy • S. Malek - ILS has some concerns about Easy Proxy <ul style="list-style-type: none"> ➤ R. Shaw and S. Malek will meet on the Proxy Server
IT Master Plan Subcommittee	<ul style="list-style-type: none"> • Subcommittee will meet to discuss how to structure 1st draft
CCC Approval of IT Committee Makeup	<ul style="list-style-type: none"> • R. Shaw – CCC has approved IT Committee makeup
Open Forum	<ul style="list-style-type: none"> • M. Wilmes – will install server patches on Sunday, 2-17-13. Suggests installing updates at earliest convenience. If not done before Thursday, 2-21-13 the updates will take place next time computer is turned off • R. Shaw – is on the Faculty Senate Agenda regarding 'Gmail Security and Appropriate use.' R. Shaw will take message to Faculty Senate that the more complex a password is the more secure it is. • W. Burns – suggested we develop a training on using Google. Perhaps a flex session on Internet Security. Per R. Shaw we can tape session and put up on site. HR can require all classified to attend a training session • M. Lathrop – if students are using Explorer with Blackboard they are asked for a user name and password. This does not happen with Firefox. Perhaps we can put a notice up on front page of Blackboard. N. Bednar will take to DETC • M. Lathrop – Battery packs (UPS) in Learning Center are dying. R. Shaw will look into • S. Malek - There needs to be a discussion on whose responsibility it is to track monitors when other departments pay for equipment.
Adjourn	<ul style="list-style-type: none"> • 3:15 pm
Next Meeting Date	<ul style="list-style-type: none"> • Thursday, February 28, 2013