



Minutes IT Committee

Thursday, September 28, 2017
L-201
2 pm – 3 pm

Type of Meeting: *Regular*

Note Taker: *Jana Crawford*

Please Review/Bring: *Agenda and Minutes*

In attendance: Michael Dioquino, Michele Lathrop, Javier Carcano, Lisa O’Leary, James Dorn, Deborah Sanchez, LaDonna Trimble, Greg Krynen, Bill Carlson, Perry Jehlicka, Angela Musial, Duane Rumsey

Committee Members:

- Richard Shaw, ITS Executive Director
- Michele Lathrop, Co-Chair
- Duane Rumsey, VP Academic Affairs Designee
- Mike Wilmes, ITS Systems Administrator
- Javier Carcano, ITS Systems Security Administrator
- Perry Jehlicka, DETC Co-Chair
- James Dorn, Academic Senate
- Vacant*, Academic Senate
- Dr. Casey Scudmore, Faculty Union
- Deborah Sanchez, Faculty – Library/Institutional Research
- Michele Lathrop, Classified – Academic Development
- Vacant* – Classified – Student Services
- Angela Musial – Classified – Business Services
- Lisa O’Leary – Classified Union
- Dawn McIntosh – Classified CMS
- Vacant* – ASO Student
- Laureano Flores – Dean – Instructional Services
- LaDonna Trimble – Dean – Student Services

| Items | Person | Action |
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| I. Welcome / Introductions | Chair/All | Mike Dioquino, acting as temporary Chair, began the meeting at 2:04pm. |
| II. Election of New Committee Co-Chair | <i>Chair</i> | Michele Lathrop was nominated and approved by consensus as Co-Chair for 17-18. |



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| III. | Approval of Previous Minutes of May 11, 2017 | <i>Chair</i> | Minutes for May 11, 2017 will be presented for approval at next meeting. |
| IV. | Open Forum | <i>Chair</i> | James Dorn- Suggested the college provide a device that allows instructors to connect personal devices to the equipment in classrooms. Perry Jehlick – Faculty does not like the process for sending out mass emails from new myAVC. |
| V. | Update on Refresh | <i>Chair</i> | Approximately 40 computers (mostly in Health & Safety Sciences) have been refreshed. The criteria for replacing is age. Now that the new Palmdale Center is open, more computers will be replaced in Lancaster. Replacing computers needs to be spaced out. Refresh cannot be done all at one time because in five years, available funds would need to be available to refresh again. Network equipment, servers and audio visual is currently being refreshed. |
| VI. | Update on Palmdale Center | <i>Chair</i> | Wireless is up and running. Currently working on a ring connection through Cenic. Compliments to the ITS team, especially Bill Carlson, Ann Hinesley, Javier Carcano for setting up audio visual, phones and network connections. There are two WEPA stations at Palmdale Center. Collaboration is built into audio visual equipment enabling students to connect mobile devices to equipment in classroom. The system was designed as fool proof as possible to prevent equipment from getting unplugged. |
| VII. | Discussion on Employee Technology Assignment Matrix | <i>Chair</i> | Hardware Standards spreadsheet was presented. -If a case can be made for different equipment, then employee can make request through the dean of their department. -Does not include ITS staff, as their needs are different. LaDonna Trimble commented that the Tech Analysts in departments other than ITS need higher standards equivalent to ITS Staff. Duane Rumsey commented that the Admin Assistants have a need for confidential printers. |
| VIII. | Other Business: | | No items discussed. |



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| <p>NEXT MEETING DATE: 12 Oct 2017</p> | | <p>Future Meetings: 2017: 10/12, 10/26, 11/9, 12/14 2018: 1/11, 1/25, 2/8, 2/22, 3/8, 3/22, 4/12, 4/26, 5/10, 5/24</p> <p>Summer: (if needed) 2018: 6/14, 7/12</p> |
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