

# Information Technology Committee

**Date: October 25, 2012**

**Location: L-201**

**Begin: 2:00 pm**

**Adjourn: 3:26 pm**

## **In Attendance**

- Katherine Mergliano, Chair
- Michele Lathrop, Co-Chair
- Nancy Bednar
- Mike Wilmes
- Sue Malek
- Javier Carcano
- Dr. Tom O'Neil (cccConfer)
- Rodney Schilling (cccConfer)
- LaDonna Trimble (cccConfer)
- Kim Covell
- Brandon Zavala
  
- Guests
- Dan Scott
- Gloria Mills

## **Absent**

- Sharon Lowery
- Joseph West
- Woody Burns
- Angela Musial
- Luis Echeverria
- Van Rider
- Ron Mummaw

### **Legend**



Action Item

## **Agenda**

## **Minutes**

Welcome/Announcements

- Michele called meeting to order

Attendance

- Michele asked attendees to sign in

Review/Approve/Discuss (October 11th meeting minutes)

- Located in Google Docs and MyAVC Group Page
- Add R. Schilling to attendees
  - Minutes approved, 8 ayes, 3 abstain

Library/IRES Computers

- Discuss
- Library did not know when computers would be picked up/some software was missing when returned
  - IT has a process when a computer is replaced and is working on improving the process
  - Communication needs to improve. IT is working on a communication process as well

IT Committee Goals	<p>Discuss/Prioritize</p> <ol style="list-style-type: none"> <li>1a. Determine Lifecycle of student and staff Luminis and email accounts</li> <li>1b. IT Master Plan 2011-2014 <ul style="list-style-type: none"> <li>• Subcommittee – M. Wilmes, K. Mergliano, M. Lathrop, B. Zavala</li> </ul> </li> <li>2. Perform Annual Review of Computer Use and email Guidelines</li> <li>3. Develop a District-wide plan for data storage and archiving</li> <li>4. Discuss All Accreditation concerns involving IT</li> <li>5. Evaluate and justify a centralized IT maintenance budget</li> <li>6. Identify a process that enables ITS to be informed of technology needs for instruction and institutional use.</li> </ol> <ul style="list-style-type: none"> <li>• Committee can re-evaluate as year goes on</li> <li>• Goals approved, unanimous</li> </ul>
Discuss Student Use of Personal Scanners in Library	<p>Discuss/Resolve</p> <ul style="list-style-type: none"> <li>• Find a policy that another school is using to forward to legal counsel for opinion</li> <li>• What is the College’s liability in terms of students using personal devices to copy books in library?</li> <li>• Resolve in time to get policy in the 2013-2014 Student Handbook <ul style="list-style-type: none"> <li>➤ S. Malek will check with other community colleges and universities for policies they have in place.</li> </ul> </li> </ul>
Open Forum	➤
Next Meeting Date	<ul style="list-style-type: none"> <li>• Thursday, October 25, 2012</li> </ul>