IT COMMITTEE
April 24, 2014

MINUTES

Called to Order: 2:00 pm, L-201	Type of Meeting: Share Governance/Regular
Chair or Co-Chair: Rick Shaw, ITS Executive Director	
Michele Lathrop, Tutorial Specialist	

Attendees: Rick Shaw, Michele Lathrop, Mike Wilmes, Dr. Nancy Bednar, Nathan Skadsen, Suzanne Malek, Joseph West, Dawn McIntosh, Angela Musial, Dr. Tom O'Neil, Javier Carcano, Kim Covell (via CCC Confer) and Rodney Schilling (via CCC Confer)

Absent: Ed Knudsen (Interim for VP Academic Affairs), LaDonna Trimble, Van Rider and Dr. Casey Scudmore

Guests: Rhonda Burgess, Dan Scott, Ron Mummaw and Greg Krynen

Resource Documents: N/A

IT Committee Meeting Minutes Approval	Chair/Co-Chair		
Discussion: Minutes from April 10, 2014 meeting were reviewed and approved with no changes			
Action Items: N/A	Person Responsible:	Deadline:	

Review of Action Items

Wifi Updates		
Discussion: • Viewed map of campus on avc.edu of Wifi work in progress – shows substantial progress and project nearing completion • Project is on target for completion and deployment before end of semester.		
Action Items: N/A	Person Responsible:	Deadline:

Policy Review		
Discussion: • Reviewed draft on screen • Policy of college – if a department purchases an item, the item still belongs to the college • AP 6535 – capital assets & re-distribution of assets to be in control of the ITS Department – departments should not *be making deals / decisions* where their old equipment is redistributed • ITS will maintain a Refresh List – ITC will advise on prioritizations for refresh • Next meeting will bring internal document & will discuss committee role in management		
Action Items: N/A	Person Responsible:	Deadline:

Rave Mobile Safety		
Discussion: Investigation into users that did not receive alert in shooter drill on resulted in the following: • Some Metro PCS users were kicked out during the drill • Metro PCS was acquired by T-Mobile and there was a glitch at that particular time with some of these users. Believed that this issue is resolved.		
Action Items:	Person Responsible:	Deadline:

Tech Master Plan		
Discussion: • Thank you from Richard Shaw for comments from IT Committee members • Document complete and is now heading for Senate, SPBC, Admin Council, & CCC. President Knudsen, would like to have plan presented to Board of Trustees in June		
Action Items: N/A	Person responsible:	Deadline:

Open Forum
Discussion: Suzanne Malek – CCC Confer   • www.cccconfer.org – set up meeting   • ADA & 504 Compliant   • Able to "capture" meeting if set up far enough in advance
Discussion: Nancy Bednar – regarding discussion at DETC - Some classroom instructors will not allow students to have mobile cellular devices in classroom   • What happens if sending out a Rave alert and students cannot get the alerts?   • Does this pose a liability for the college?

- We have the technology, we paid for the service, we need to use it
- Solutions? - Phones on vibrate?
- What happens when Google glasses, etc. start coming into play
- Will take to next admin meeting
- Needs to go through Faculty Senate
- Note that next level of warnings – there will be no warning

Rick Committed to take the item to the next Admin Council & Executive Council

Discussion: Suzanne Malek & Nathan Skadsden - RSS feed in myAVC News Widget - Have forwarded recommendations to Rick Shaw for approval	

Discussion: Twice a year survey will go out soon from Meeta Goel in Institutional Research.

Discussion: Google was here recently in Learning Center taking measurements
- Completing mapping of campus
- Looked at current map view on website
- AVC is verifying information & is able to update
- Also helps emergency services

Discussion: Computer in board room and in library are slow and need update or new units to be able to run meetings such as Committee meeting

Discussion: Negotiations with Palmdale ongoing with current landlord. College is also negotiating for possible new location

Discussion: No new issues for future meetings at this time

Upcoming IT Committee Meeting Dates

Next Meeting:	May 8, 2014, 2:00 pm, L-201		
Reference:	Tentative upcoming dates as follows: **2014:** 5/22 **Summer:** 6/12, 7/10, 7/24		
Action items:	Future meeting dates to be sent out via Google prior to each meeting	Person responsible: Rhonda Burgess	Next deadline: 05/06/2014
Additional Information: Adjourned 2:40 pm			