

IT COMMITTEE Minutes

Thursday, July 22, 2021

2pm – 3pm

Zoom:

<https://avc.zoom.us/j/98948045828?pwd=djNUUXo1WmEzdG42TEZyNGJFeldldz09>

Type of Meeting: *Regular*

Note Taker: *Bianka Romero*

In Attendance: *Richard Shaw, Rick Motawakel, Mike Wilmes, Jimmie Bowen, Perry Jehlicka, Greg Bormann, Duane Rumsey, Mike Dioquino, Bill Carlson, Lisa O’Leary, Michele Lathrop, Javier Carcano, Bilkeyshia Jester, Deborah Sanchez * Guest: Shaminder Brar*

Committee Members:

Richard Shaw, ITS Executive Director
 Lisa O’Leary, Co-Chair
 Duane Rumsey, VP Academic Affairs Designee
 Mike Wilmes, ITS Systems Administrator
 Javier Carcano, ITS Systems Security Administrator
 Perry Jehlicka, DETC Co-Chair
 Rick Motawakel, Academic Senate
 Jimmie Bowen, Academic Senate
 Dr. Casey Scudmore, 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
 Rianne Palecpec – ASO Student
 Greg Bormann – Dean – Instructional Services
 LaDonna Trimble – Dean – Student Services

Items	Person	Action
I. Opening Comments	Chair	Meeting started at 2:03pm.
II. Approval of Previous Minutes for April 8, 2021	All	Approved as Submitted
III. Staffing Update	Chair	DBA Search – 4 th Search for DBA failed. Back out again to make more successful search. Search failed due to labor competition and salary. Clerical II (Help Desk) - Working on reference checks. Position will start late in the day and does help desk phones until 8pm. Technical Analyst – Project Management (proposed) – Being vacant for a while. Considered to re-tasking to work with project manager (Scott Tuss – PM) to try to help him with workload.
IV. Refresh Standards	All	Discussion/Feedback/Consensus? Feedback on the developed matrix of what is appropriate standard hardware. Faculty were assigned laptops to make sure they have access to electronics to do teaching during COVID. Laptops were issued to make sure faculty had equipment at home in case of campus closure.

		Outcome is committee endorsed standard of portable computer (laptop or tablet) for faculty. Standards page will be updated to reflect.
V. Updates <ul style="list-style-type: none"> a. Security Training b. Positive Attendance c. Preferred Name d. EduNav e. myAVC 	Chair	<p>Security Training – process in assessing new regulations with Financial aid requires security training for all employees. Suggestion to do 15 min segments and do them 4 times a year to keep fresh thought on employees, rather than annual 1 hour training. Planning to roll that up in the Fall 2021.</p> <p>Positive Attendance – Summer classes have been provided spreadsheet. Still working on TBA classes but will be available for Fall 2021.</p> <p>Preferred Name – Working on online process for student and employees to set up preferred name that will populate out in rosters and online systems. It won't change on legal docs. Will have it ready beginning of Fall 2021. Still working on making it available for emails.</p> <p>EduNav – Currently using it with a few students for Fall registration. 295 student completed registration cycles and 300 drop processes. Been very well received by student. Plan it to make it available for all students in Spring 2022.</p> <p>MyAVC – New portal is out. New URL is My.AVC. Layout more modern. It is link with the app. Need feedback to add more resources.</p>
I. Accreditation III C Team	Chair	Meeta G. is accreditation coordinator with 2023 group. Looking for 1-2 faculty to help out. How we do business and evidence.
II. 2021—22 Meeting Dates	All	Fall 21: 8/25, 9/9, 9/23, 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, <i>Summer 22: 5/26, 6/23, 7/21 (if necessary)</i>
III. Other issues / Open Forum	All	Meeting ended at 2:33pm.
FUTURE MEETING DATES: Above		