Information Technology Committee

Date: September 13, 2012	Location: L-201	Begin: 2:00 pm	Adjourn: 3:50 pm

In Attendance	Absent
• Katherine Mergliano, Chair • Michele Lathrop, Co-Chair • Woody Burns • Nancy Bednar • Mike Wilmes • Sue Malek • Javier Carcano • Joseph West • Rodney Schilling (CCC Confer) • Guests • Luis Echeverria • Greg Krynen • Dan Scott • Gloria Mills	• Sharon Lowery • Van Rider • Casey Scudmore • Dr. Tom O'Neil • Dr. Jill Zimmerman

Legend	
➢	Action Item

Agenda	Minutes
Welcome/Announcements	• Michele called meeting to order • Introduced Katherine Mergliano as Interim Director ITS
Attendance	• By Sign In Sheet
Review/Approve/Discuss (May 17 meeting minutes)	Located in Google Docs and MyAVC Group Page • Approved by members

Review/Approve/Discuss (May 31 meeting minutes)	Located in Google Docs and MyAVC Group Page
	• IT Committee Notes should be changed to IT Committee Minutes
	• Approved by members
	  ➢ M. Bednar to be changed to N. Bednar
	  ➢ Katherine/Michelle to check that AP3220/3722 was taken to CCC/Approved by Board

Committee Co-Chairs/Membership	Discuss/Resolve • Michelle Lathrop – Co-Chair – Term through 6/30/13, approved • Katherine Mergliano – Co-Chair, Interim Director ITS • Nancy Bednar, Faculty Union • Casey Scudmore, Academic Senate

	• ASO – needs to confirm member • Jill Zimmerman, Dean, Student Services, term expired • Javier Carcano, System Security Administrator ➢ Michelle, check with CCC about Luis Echeverria, Faculty, Student Services Suzanne Malek is currently holding position
IT Committee Meeting Dates	Discuss/Resolve Frequency of meeting • 2nd and 4th Thursdays with option to cancel 4th Thursday meeting if not needed • Approved by members

IT Committee Goals	Discuss Committee Goals for 2012-13
	1. Review Standards Committee
	• Document to address recommendations – done
	  ➢ Katherine and Dan Scott will meet with directors/deans and bring back updated information on issues to committee
	• Mid-Term Report – due 2012-13
	• Next Full Report – due 2016
	• Discussion about definition of IT Committee. Information Technology or Instructional Technology?
	  • Technology is changing quickly for all departments across campus – i.e.: nursing, sewing, auto.
	  • Woody – email CCC concerning a new or existing committee to identify and deal with these issues.
	  ➢ Katherine/Michelle – Invite Dr. Karen Cowell and Dr. Les Uhazy to next meeting to discuss issues in their divisions
	2. Review IT policies - annual
	3. Gmail – should account be for life? Luminis can disable the myAVC account but leave gmail intact.
	4. Campus department requirements
	• Hardware requirements
	• How much storage does IT need to provide?
	5. Lifecycle Methodology – ITS needs to manage computer updates and maintenance
	Clarify position of ITS on campus
	• Campus must make commitment to make resources available to ITS so it can serve campus
	6. Campus wide issues. ITS is here to make sure

	end users have what they need. 7. Write/Update Mission Statement ➢ Committee to vote on goals at 9/27/12 meeting
Open Forum	• No Items
Next Meeting Date	• Thursday, September 27, 2012