Information Technology Committee

Date: March 29, 2012	Location: L-201	Begin: 2:00pm	Adjourn: 3:30pm

In Attendance	Absent
• Calvin Madlock, Chair • Jessica Anderson • Nancy Bednar • Javier Carcano • Kelley Hare • Michele Lathrop • Suzanne Malek • Ron Mummaw (CCC Confer) • Tom O'Neil • Heidi Preschler (Late) • Rodney Schilling (CCC Confer) • Mike Wilmes (Late) Guests • Sharon Dalmage • Michael Dioquino • Patricia Fuller • Greg Krynen • Katherine Mergliano • Ken Sawicki	• Woody Burns • Kelley Hare • Sharon Lowry • Van Rider • Joseph West • Jill Zimmerman

Legend	
➢	Action Item

Agenda	Notations
Welcome/Announcements	• Calvin Madlock called the meeting to order • Roll call was conducted
Membership Roster	Update IT Committee Members log: • Verification of current members ➢ Patricia: Provide updated membership roster to Michele Lathrop ➢ Michele Lathrop will work with Mary Kelsay to submit roster to CCC for approval
Review/Approve/Discuss Action Items (*from March 15th Meeting Minutes*)	Policy AP3720-3722 • Tabled until next meeting ➢ Michele Lathrop: Send reminder to committee to review and add comments in Google document
Update: Google Project	Email and Calendar: • Ken Sawicki states he has had accessibility issues with his screen reader software (JAWS) • Kelley Hare needs access

	➢ Chris will provide her with access • Add Google + ○ Google solution will include Google + applications
Accreditation (WASC) Recommendations	Analyze/Resolve recommendations from Accreditation team: • Recommendation #3 ➢ Committee members need to make any last minute updates and edits • Deadline: June 2012
Asset Replacement Plan	Asset Report – Identify computers by age • Formalize strategy for replacing old campus computer equipment (See Narrative Handout) • PC Replacement • 5 year plan • $150K/Yr to replace approx. 200-250 computers • Network Replacement • Approximately $620K or 125K/Yr. • Server Replacement – Tabled until next meeting • Projector Replacement • Phone Inventory ➢ Safety Liability: Phones in every classroom • Take assessment & recommendation to SPBC • Recommend an Institutional Budget for ITS Goal: Every classroom should have a working phone, computer, and projector
IT Taskforce:	Calvin called for volunteers to head the taskforce Goal: Solicit outside funding for Open Digital Campus Program • Bonds • Title III Funds • Foundation • Measure R • Redevelopment • Edwards AFB • City of Lancaster • City of Palmdale
Total Cost of Ownership	See attachment
Open Digital Campus Program	Policies • Security of network infrastructure • Acceptable Use Policy

	○ Contact other Districts
	○ Borrow and edit policies
	➢ Javier & Michele: Will create a draft
	○ SANS – Google Docs
	○ Ken: stated there are accessibility issues with Google that need to be addressed
	➢ IT Committee: Each member should choose and research a school that currently has wireless service/mobile devices on campus and bring a copy of their policy to the next meeting to discuss and potentially use for AVC policy
	• Liability and security of community computers
	○ Security based on Roles (Banner)
	• Introduction of mobile (hand-held devices)
	○ Account management (Apps & content)
	○ Monthly service fees (3G and 4G)
	• Secure asset inventory
	○ Sue Malek suggested: SEARCY
	▪ Virtual location
	▪ Storage of devices
	▪ OSHA & ADA standards
	• Sharon Dalmage: Provide Stem Grant Deadlines
	○ STEM Center needs to be complete by 2016
	• Objectives:
	○ Building Infrastructure
	○ Wireless & Technology
	▪ Elmo, Smart boards, Smart projects
	○ Expand 1st floor: Open lab & Wet lab
	○ Create classrooms on 2nd floor
	○ Software for STEM Engineering Courses