

## IT COMMITTEE Minutes

Thursday, October 14, 2021

2pm – 3pm

Zoom:

<https://avc.zoom.us/j/99963440003?pwd=cVJma2hJbVhRLOIWoe1STDF6R2dzUT09>

**Type of Meeting:** *Regular*

**Note Taker:** *Michele Schottelkorb*

**In Attendance:** *Richard Shaw, Mike Wilmes, Perry Jehlicka, Rick Motawakel, Jimmie Bowen, Deborah Sanchez, Michele Lathrop, Bilkeyshia Jester, Bill Carlson, Veronica Glasgow, Greg Bormann, LaDonna Trimble \* Guests: Michael Dioquino, 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

Veronica Glasgow – 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. Introduction	Chair	New ASO Rep – Veronica Glasgow
III. Approval of Previous Minutes for September 23, 2021	All	Accepted as submitted
IV. Staffing Update	Chair	DBA Search – Solange Awah started Monday, Oct 11 <sup>th</sup> . Admin Assist – In-House went out 10/13, to public next week if no applicants. Tech Analyst – Will send TA revision out via email again. Trying to move forward with revision. Computer Support Tech – Paperwork sent to HR Project Manager – Paperwork sent to HR
V. AP/ BP & 3720, AP 3723, Resource Guidelines ... Final Pass?	Chair	Action Item – comments have been given and accepted. Board votes to delay for one last pass by committee. Will bring back for final review at next meeting.
VI. Updates a. Security Training	Chair	Security Training- Cyber security training was anticipated in Oct, to not overlap with HR training. HR training was delayed. Will be

<ul style="list-style-type: none"> <li>b. Preferred Name now Chosen Name</li> <li>c. my.AVC</li> <li>d. Instructor Station / Classrooms</li> <li>e. HEERF Funded Projects               <ul style="list-style-type: none"> <li>i. Lab Refreshes</li> <li>ii. Faculty Laptop Refresh</li> <li>iii. Banner to Cloud</li> <li>iv. Internal Security Assess.</li> </ul> </li> </ul>		<p>sending out first trainings next week. Phishing server to help build greater awareness. Keenan online training will be assigned Preferred Name now Chosen Name-Updated language in app, built in FAQ, and memo. Surname/900 number do not change; only primary name.</p> <p>my.AVC-questioned posed by Rick M: where to find Elumen and Faculty Professional Development. Under Dashboard, go to Tools, Add Shortcut. my.AVC is close to being default portal.</p> <p>Instructor Station/Classrooms-updating for dual displays, spec'd 27" monitors but after reviewing, it overwhelmed the workstation and would have created a wall between professor and student. Back to 24", ordering for a secondary display. Getting in parts for ceiling microphone-working on a build out schedule with vendor.</p> <p>HEERF Funded Project- Lab refreshes: update several computer labs. Faculty Laptop Refresh: moving forward. Banner to Cloud: in process, pros are disaster recovery as well as remote access. By March or April, funds need to be used by early May. Internal Security Assess.: Outside firm to come in and assess, will move forward shortly.</p> <p>Rick M. asked about speeding up Wi-Fi, clarified it is in Palmdale, Rm 126. Mike D. will reach out to area to troubleshoot.</p>
<p>VII. Strategic Tech Plan</p>	<p>Chair</p>	<p>Draft in process – target end of term, to look at in early November</p>
<p>VIII. Implementation of Two Factor (2FA)</p>	<p>Chair</p>	<p>Discussion – move toward requiring for all employees and students. Will buy supply of USB keys for those who do not wish to use personal phones. More to follow.</p> <p>Process is: Log in screen. Asks for OTP. Sends to device. Enter and login. USB plugs into computer, tap, then sends code.</p>
<p>IX. Modification of BYOD</p>	<p>Chair</p>	<p>Discussion – looking at AP and restructuring some things that personal devices have access to, for the future. Remote.avc.edu is preferred method of off-site logging in, rather than VPN. Web-based functions will still work; not getting into Banner itself (concerns of accessibility to PPI) unless authorized.</p>
<p>X. Other issues / Open Forum</p>	<p>All</p>	<p>Changes in google storage quota; storage cap for student/faculty. s/b 8Tb, at 14.5TB. There is 1TB for staff within O365. We will start purging videos over 2 terms old.</p>
<p>FUTURE MEETING DATES:</p>		<p>Fall 21: 10/14, 10/28, <del>11/11</del>, <del>11/25</del>, 12/9          Spring 22: 1/13, 1/27, 2/10, 2/24, 3/24, 4/14, 4/28,          Summer 22: 5/26, 6/23, 7/21 (if necessary)</p>