

Minutes IT Committee

Thursday, November 8, 2018
L-201
2pm – 3pm

Type of Meeting: *Regular*

Note Taker: *Michele Schottelkorb*

Please Review/Bring: *Agenda and Minutes*

In Attendance: *Richard Shaw, Michele Lathrop, Mike Wilmes, Javier Carcano, Rick Motawakel, Jimmie Bowen, Deborah Sanchez, Lisa O'Leary, Dawn McIntosh, LaDonna Trimble*

Committee Members:

Richard Shaw, ITS Executive Director
Michele Lathrop, 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
Michele Lathrop, Classified – Academic Development
Corina Marshall – Classified – Student Services
Denise Anderson – Classified – Business Services
Lisa O'Leary – Classified Union
Dawn McIntosh – Classified CMS
Michelle Arvizu – ASO Student
Laureano Flores – Dean – Instructional Services
LaDonna Trimble – Dean – Student Services

| Items | Person | Notes |
|---|-----------|--|
| I. Approval of Minutes | All | From 25 October 2018 - Approved |
| II. Recruitment update | Chair | Should go out for advertisement next week. Losing Rick Lott to retirement. AV tech to become Computer Support Tech |
| III. AP Review AP 3720 --Email Language | Chair/All | Language suggestions. Discussion regarding "departing employee". Mike and LaDonna helped with language. Committee members helped with wording. Real time editing of document. Document read aloud to committee. Agreed to insert into 3720 by all. |



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| | | In addition: Deborah asked about security cameras and active shooter drill on Palmdale campus. Open discussion about what is being implemented and ideas from all (i.e. computer screen notifications, etc, in the event of an emergency). Rick asked about move desk issue in TE 105. |
| NEXT MEETING DATE: | | 12/13/2018 |
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