



Minutes IT Committee

Thursday, November 10, 2016
L-201
2 pm – 3 pm

Type of Meeting: *Regular*

Note Taker: *Jana Crawford*

Please Review/Bring: *Agenda and Minutes*

In attendance: Richard Shaw, Michele Lathrop, Duane Rumsey, Mike Wilmes, James Dorn, Carolyn Burrell, Casey Scudmore, Samuel Garza, Michael Alessi, Deborah Sanchez, Greg Krynen, Bill Carlson, LaDonna Trimble, Laureano Flores – by conference call, Perry Jehlicka & Angela Musial

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
- James Dorn, Academic Senate
- Carolyn Burrell, Academic Senate
- Dr. Casey Scudmore, Faculty Union
- Deborah Sanchez, Faculty – Library/Institutional Research
- Michele Lathrop, Classified – Academic Development
- Samuel Garza – Classified – Student Services
- Angela Musial – Classified – Business Services
- Vacant* – Classified Union
- Dawn McIntosh – Classified CMS
- Michael Alessi – ASO Student
- Laureano Flores – Dean – Instructional Services
- LaDonna Trimble – Dean – Student Services

Items	Person	Action
I. Welcome / Introductions	Chair/All	Meeting began at 2:02pm.
II. Approval of Previous Minutes of October 13, 2016	Richard Shaw	Corrections to be made to list of committee members on Nov 10, 2016 agenda.



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III. Open Forum	<i>Chair</i>	Captioning has to be made available on all instructional material and media presented in class. It is the faculty's responsibility to make sure all instructional material is ADA compliant. IMC techs will have captioning on by default.
IV. 2016-17 Refresh	<i>Chair</i>	Richard Shaw presented spreadsheet of AVC Hardware w/out labs. -If all hardware was refreshed it would cost \$357,000. -Proposed refresh is \$216,825: replace desktops 2011 and older & replace laptops from 2010, 2011, 2012 and use the 2012 laptops to replace laptops 2009 and older. The average age of use is 4.52 years. Objective to replace every 4 years. Labs will be replaced with grant money. Measure AV passed in the Nov 2016 election. Endowment should produce funding late FY16 – early FY17. The Learning Center will be getting new switches but the rest will be refreshed with endowment. Les Uhazy will be refreshing projectors in APL and ME buildings. Every laptop purchase moving forward will have LoJack installed.
V. Discussion: Objectives for 2016-17 *Tech Plan 2017-2020 *Policy Review 3720, 3721, 3722 *Computer Use & Electronic Mail Guidelines	<i>All</i>	*Tech Plan – Richard Shaw discussing with Enrollment Management. *Policy Review – Solicited one non IT member for feedback. James Dorn volunteered. *Computer Use & Guidelines – Solicited IT member to help with IT vocabulary and input on closed vs open wifi. Mike Wilmes volunteered.



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VI. Discussion: Classroom AV Standards	<i>Chair</i>	Bill Carlson and James Dorn are looking at specs from vendors.
Information:		
NEXT MEETING DATE: January 12, 2017		Future Meetings: 2017: 1/26, 2/9, 2/23, 3/9, 3/23, 4/13, 4/27, 5/11, 5/25 Summer (if needed): 2017: 6/8, 7/6