



# Minutes IT Committee

Thursday, February 23, 2017  
L-201  
2 pm – 3 pm

**Type of Meeting:** *Regular*

**Note Taker:** *Jana Crawford*

**Please Review/Bring:** *Agenda and Minutes*

*In attendance: Michael Dioquino, Michele Lathrop, Duane Rumsey, Mike Wilmes, James Dorn, Carolyn Burrell, Deborah Sanchez, Greg Krynen, Bill Carlson, Laureano Flores, Javier Carcano – by conference call, LaDonna Trimble, 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    | Mike Dioquino, acting as temporary Chair, began the meeting at 2:04pm.  |
| II. Approval of Previous Minutes of November 10, 2016 | <i>Chair</i> | Approved with the following comment: Refresh means replacing with a new computer, not previously used computer. |



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| III. Open Forum          | <i>Chair</i>              | <b>Issues Discussed:</b><br>*Copy center for Students:<br>-Debbie Sanchez suggested creating a copy center for students where all machines are together in one place (fax, copy, scan, etc).<br>-Laureano Flores suggested contracting out services for a copy center, which would be at no cost to AVC.<br>-Michele Lathrop encouraged all to attend the meetings for new buildings, to be involved and participate so that ideas are heard which will leave a lasting stamp on what the campus will look like.<br>*Ellucian Mobile App :<br>This will replace the existing mobile app which will begin implementation in March.<br>Daniel Conner is project manager.<br>Main goal is to enhance student accessibility.<br>Daniel Conner proposed creating a sub working group of approx. 5 people to steer mobile app in the right direction and give recommendations.<br>IT Committee participants should reach out to groups for a representative to be part of the Ellucian Mobile app working group. |
| IV. Opening Day Outage   | <i>Chair</i>              | February 6, 2017 between 10am-12pm web services were down (Banner, avc.edu, Ad Astra). ITS identified the cause of the issue which was the web firewall that started configuring itself. The team segregated that firewall which allowed them to work around the problem and restore services.   |
| V. 2016-17 Refresh       | <i>Chair/<br/>Carlson</i> | *Bill Carlson presented a spreadsheet with the results of the Bake Off : CDWG & Dell had the best pricing and added value which includes engraving, Self-Maintainer (2techs 5yr), Conference, 5% increase, 3yr warranty<br>*Current plans are to replace Firewall boxes which will ensure a secure system.<br>Quotes are currently being requested for new Firewalls and core switches as part of infrastructure refresh and 10GB upgrade.<br>Currently AVC has 1 gig of bandwidth - ITS is working to increase bandwidth to 10 gig with Cenic.<br>Plans to add a 10 gig connection to Palmdale - must purchase equipment to support the increase.   |
| VI. Impending Win10 Move | <i>Chair</i>              | Intel's latest chip set will use Win10.<br>It will be 1 ½ years before this takes place.<br>AVC will provide training for using Win10.<br>A survey of the current software will be done to make sure programs are Win10 compatible.<br>Web based programs will also be looked at as an alternative to software.  |



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| VII.                                       | Patch Tuesday   | <i>Chair</i> | In an effort to make sure servers are updated and secure, ITS will be performing patches which will take place on Fridays during the ITS maintenance window.   |
| VIII.                                      | New myAVC Launch  | <i>Chair</i> | ITS is planning to go live with the new myAVC portal March 31-April 3 to all of campus. The differences are minor - change of format, etc.<br>To ensure a good experience with the new myAVC, training videos will be available.<br>The new myAVC website will resolve Chrome issue. |
| IX.  | Working Group Reports:<br>- Tech Plan 2017-2020<br>- Policy Review<br>3720, 3721, 3722<br>- Computer Use &<br>Electronic Mail<br>Guidelines<br>- Classroom AV Standards | <i>Chair</i> | <i>Proposed timeline:</i><br>-Drafts due 3/23/17<br>-Final Draft Endorsement 4/13/17<br>-Members distribute to Constituents - review & feedback 4/13/17 – 5/11/17<br>-Final Endorsement 5/11/17<br>-CCC 5/25/17<br>-Board 6/12/17  |
| <b>NEXT MEETING DATE:</b><br>09 March 2017 |   |              | <b>Future Meetings:</b><br>2017: 3/23, 4/13, 4/27, 5/11, 5/25<br>Summer (if needed):<br>2017: 6/8, 7/6   |