

IT COMMITTEE MINUTES

March 13, 2014

Called to Order: 2:00 pm, L-201

Type of Meeting: Share Governance/Regular

Chair or Co-Chair: Rick Shaw, ITS Executive Director
Michele Lathrop, Tutorial Specialist

Attendees: Rick Shaw, Michele Lathrop, Javier Carcano, Mike Wilmes, Dr. Nancy Bednar, Nathan Skadsen, Suzanne Malek, Dawn McIntosh, Joseph West, and Dr. Casey Scudmore, LaDonna Trimble (via CCC Confer)

Absent: Ed Knudsen (Interim), Kim Covell, Dr. Tom O'Neil, Van Rider, Rodney Schilling, and Angela Musial

Guests: Greg Krynen, Rhonda Burgess

Resource Documents: None

IT Committee Meeting Minutes Approval

Chair/Co-Chair

Discussion: Minutes from February 27, 2014 meeting were reviewed and approved.

Action Items: N/A

Person Responsible:

Deadline:

Review of Action Items

SAN Migration

Discussion:

- Located at San Joaquin Delta College's Data Center near Sacramento.
- Approximately \$600 per month.
- Need to obtain a stand-alone server and some other equipment.
- Ties in with Banner changes in the future.
- Rick to have conversation with President Knudsen to establish acceptable backup-time cycle (eg. Every 4 hours).
- Target implementation by June.
- Will share further as the process develops.

Action Items: N/A

Person responsible:

Deadline:

Alert U Rave Mobile

Discussion:

- Now live.
- Emails were sent out to "All" - 15,700 emails were delivered in less than one minute (scheduled the evening before).
- Test emails should be delivered within 30 seconds.
- New portal module in homepage – Users click button and it drops into their system for notification.
- Tell all to click the portal & fill out their information.
- NOTE: AVC is in active negotiations with AT&T to install a cellular tower on campus.

Action Items: N/A

Person responsible:

Deadline:

Google Drive Accreditation

Discussion:

- Demo to Accreditation team – Tina McDermott.
- Use of Google Docs as repository – standard sections within Docs.
- President Knudsen agreed – reach out to governance committees – move documents to Google Drive.
- Deployment of software for PC to integrate into Windows – Won't have to sign in to Google.
- Testing Windows update installers to push out update.
- Also client for MAC & Linux.

Action Items: N/A

Person responsible:

Deadline:

IT Updates

Discussion:

- Internal kick off of Argos implementation – query tool to do ad-hoc query against Banner and other Data Sets – will be powerful when full Banner implementation is complete.
- Ellucian – possibility to provide hosting service.
- Enterprise & operational data will be off-site / out of state.
- Off-hours capacity for updates & patches – they will do proposal next week for costs / timeline.
- Funding to upgrade Ad Astra – VP Student Services
- Student discipline – software package Advocate for student conduct / possible move forward with that.

<ul style="list-style-type: none"> • Program Review out to staff – will post next Friday. • Tech Plan – will present next meeting - estimated to submit to President Knudsen by May or June, then will go to the Board. • Fin Aid – singularity by Hershey – conversion upgrade for that software to OnBase– build workflows / data captures. • Diana & Rick – consolidate print services – pay for print services – looking for alternatives. 		
Action Items: N/A		
Wifi Updates		
Discussion:		
<ul style="list-style-type: none"> • Completed orders for 1st round – Admin - PA – SCT - SSV – LC – HS. • Currently cabling in BE. • Access points to installed next week. • Library pending parts and cabling. • APL by Spring Break. • Remaining is to be scheduled. • Project expected to be completed by June. 		
Action Items: N/A	Person responsible:	Deadline:
IT Master Plan Subcommittee		
Discussion: Will address at next meeting		
Action Items: N/A	Person responsible:	Deadline:
Open Forum		
Discussion:		
Rick Shaw – Update to Shoretel Suite		
<ul style="list-style-type: none"> ▪ Currently when someone picks up a handset and dials 911, it is not recognizable on the other end where the phone is calling from on campus. Palmdale campus comes up completely blank. Campus police don't even know about the call. ▪ Pop-up on Shoretel screen "911 dialed from this location" ▪ Gives the ability to guide appropriately to emergency vehicles. 		
Discussion:		
Mike Wilmes – DETC Blackboard outage		
<ul style="list-style-type: none"> ▪ Scheduled for Sunday, 3/30 at 1:00 am just prior to Spring Break. ▪ Will post notices. 		
Discussion:		
Michele Lathrop – Better program to better track staff time		
<ul style="list-style-type: none"> ▪ Need to be able to see what time off is used/available to staff rather than having to call Sherri Burkholder individually. ▪ This will be part of the Banner implementation "time keeping". 		
Discussion:		
Michele Lathrop – Tutorial Center / 411 Sessions in Learning Center		
<ul style="list-style-type: none"> • Requests to possibly push out 411 workshops across the website for awareness • Covers very basic skills classes such as: computer etiquette, school email, google docs/drive, how to set formatting for a paper, how to use a calculator, how to manage a flash drive, "Life Skills" help, how to log out, etc. • Will continue to have regular workshops in addition • Schedule & implement after Spring Break • Open for suggestions how to infuse into the system and communicate to students 		
Upcoming IT Committee Meeting Dates		
Review/resolve: N/A		
Conclusions: Upcoming dates as follows:		
2014: 3/27, 4/10, 4/24, 5/8, 5/22?		
Summer: 6/12, 7/10, 7/24		
Action items: Future meeting dates to be sent out via Google prior to each meeting	Person responsible: Rhonda Burgess	Next deadline: 03/12/2014
Additional Information: Adjourned 2:50 pm		
Next Meeting: March 27, 2014, 2:00 pm, L-201		