

IT COMMITTEE MINUTES

September 11, 2014

Called to Order: 2:07 pm, L-201
 Chair / Co-Chair: Rick Shaw, ITS Executive Director
 Michele Lathrop, Tutorial Specialist

Type of Meeting: Participatory Governance / Regular

Attendees: Rick Shaw, Mike Wilmes, Javier Carcano, Dr. Nancy Bednar, Carolyn Burrell, Dr. Casey Scudmore, Suzanne Malek, Michele Lathrop, Kimberly Covell, Angela Musial, Daniel Mendez, Dr. Tom O’Neil, LaDonna Trimble and Bonnie Suderman (via CCC Confer)

Absent: Dawn McIntosh, Richard Colgren and Crystal Garcia

Guests: Rhonda Burgess, Geary Cook and Kevin Robles

Resource Documents: N/A

IT Committee Meeting Minutes Approval	Chair/Co-Chair
Discussion: Minutes from May 22, 2014 meeting were reviewed and approved with no changes	
Action Items: N/A	Person Responsible: Deadline:

Review of Action Items

Elected new co-chair

- Michele Lathrop re-elected as co-chair by acclamation

Chair’s Opening Comments - Information Item

- Revision of AP 6535
- Completed and sent to the Board in July
- Surplus equipment reverts to ITS for reassignment – not owned by the departments

Review Policies

- Identified by Chairs as Goal for Committee for 2014-15 Year
- AVC Technology Master Plan 2014 – 2017
- AP 3720, AP 3721 and AP 3720
- Computer Use and Electronic Mail Guidelines
- Rick to post draft for revisions

Action Items: Review and mark suggestions	Person Responsible: All committee members	Deadline: 09/25/14
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Discussion Item

Refresh

- Current refresh funds of approx. \$150k
- Reviewed spreadsheet of oldest computers – \$202k
- Because this is the first time in recent memory of having refresh funds
Dialog on how to approach of utilizing/allocation funds
- Proposed desktop replacement does not include any infrastructure refresh
- Perkins grant for MAC lab – old devices will go to APL 111 – to be removed from list
- Continue to pursue Perkins funding for labs in future years – already allocated for this year
- Preference to utilize refresh budget over one-time funds
- Formed volunteer group – Michele Lathrop, Mike Wilmes and Suzanne Malek to suggest prioritization model to allocate and move forward
- Rick to review list and identify purpose of device at location – e.g., student assistant, faculty desk, lab, etc.

Action Items: Prioritization policy	Person Responsible: Volunteer group	Deadline: 09/25/14
Open Forum		
Discussion: Membership representation will remain as is per President Knudsen for this academic year		
Discussion: Print services		
<ul style="list-style-type: none"> • Good feedback from students & staff • ASO sticker card – good feedback on 30 free prints • Complaint – when a student does not have a debit card and they don't want to go purchase a card from the cashier • Favorable interaction with vendor • Did not make expenses for August, but there were only 3 weeks – only off by that much • First two months of September have already exceeded August • AVC and UC Riverside are only colleges in California currently utilizing this service 		
<ul style="list-style-type: none"> • Upcoming IT Committee Meeting Dates 		
Next Meeting: October 9 2:00 pm, L-201		
Reference: 2014: 10/23, 11/13, 12/11 2015: 1/8, 1/22, 2/12, 2/26, 3/12, 3/26, 4/9, 4/23, 5/14, 5/28 Summer (tentative): 06/11, 07/09, 08/13		
Additional Information: Adjourned 3:09 pm		