

# IT COMMITTEE MINUTES

April 23, 2015

Called to Order: 2:09 pm, L-201  
Chair / Co-Chair: Rick Shaw, ITS Executive Director  
Michele Lathrop, Tutorial Specialist

Type of Meeting: Participatory Governance / Regular

**Attendees:** Rick Shaw, Michele Lathrop, Suzanne Malek, Dr. Tom O'Neil, Carolyn Burrell, Mike Wilmes, Javier Carcano, Dr. Casey Scudmore, Dr. Nancy Bednar and Daniel Mendez  
**Absent:** Richard Colgren, Dawn McIntosh, Angela Musial, Kimberly Covell, Bonnie Suderman, Crystal Garcia, Angela Musial, LaDonna Trimble  
**Guests:** Daniel Conner and Greg Krynen

## Chair's Opening Comments

- Opening comments – Rick Shaw

## IT Committee Meeting Minutes Approval Chair/Co-chair

Minutes from February 26, 2015 meeting were approved with no changes

## Review of Action Items

### Discussion Items Chair

Policy Revision: Rick making progress – will review at a later date

Refresh:

- Refresh volunteer group - Michele Lathrop, Suzanne Malek, Mike Wilmes
- Draft posted on Google drive
- Need to decide prioritization of refresh – See options A, B and C
- Identification of additional funding – after grants are over will become part of the refresh cycle
- Review and bring back for further discussion

Campus-wide app for scanning vs using Student ID:

- Concerns
  - a. Has to be done equally for all areas
  - b. Activity stickers for ASO
  - c. Open labs use ID for identification
  - d. Equipment cost to convert
- Suzanne Malek will check to see if other community colleges are using this system
- May be able to get it to work with Ellucian app

## Open Forum

Discussion: Enhanced security

- Several people did click on links in phishing emails, fill in form and submit
- In process of changing password policy - 180 days from one year and 90 days if the person handles protected data
- Will have memory behind it so the same password won't be able to be used
- Need to encourage faculty members to log-off of computers in classrooms – same with students
- In addition to password, leveraging capability – enable blocking from black-listed sights

Discussion: Anti-virus software

- Sophos is expiring next month
- Kaspersky is new provider – approved by Board last month
- Licensed for faculty and staff – will have a block and buy more if needed
- Will not be provided to students for free - will have a portal directed to discount website for approximately \$10 per year

Discussion: Outage calendar

- Encourage people to take a look at calendar on avc.edu
- On April 30<sup>th</sup> from 11 am to 3 pm Blackboard will be down

**Upcoming IT Committee Meeting Dates**

Next Meeting: May 28, 2015 2:00 pm, L-201

**Summer (tentative):** 06/11, 07/09, 08/13

Additional Information: Adjourned 2:48 pm