IT COMMITTEE
<u>MINUTES</u>

May 14, 2015

Called to Order:	2:02 pm, L-201	**Type of Meeting:**	Participatory Governance / Regular
Chair / Co-Chair:	Rick Shaw, ITS Executive Director Michele Lathrop, Tutorial Specialist		

Attendees: Rick Shaw, Michele Lathrop, Suzanne Malek, Dr. Tom O'Neil, Carolyn Burrell, Mike Wilmes, Javier Carcano, Dr. Casey Scudmore, Dr. Nancy Bednar, Crystal Garcia and Mina Hernandez (proxy for Angela Musial)
Via CCC Confer: Dawn McIntosh and Kim Covell
Absent: Richard Colgren, Bonnie Suderman , LaDonna Trimble and Daniel Mendez
Guests: Daniel Conner and Greg Krynen

Chair's Opening Comments

- Opening comments – Rick Shaw

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

Minutes from April 23, 2015 meeting were approved with no changes

Review of Action Items

Discussion Items   **Chair**

Refresh:
- Draft posted on Google drive – eliminated C as an option
- Option A – "1st in – 1st out" selected as preferred method at this time – will revise philosophy once hardware has been cycled
- Grants across the board cannot be reused elsewhere unless "no longer useful or no longer suitable for the program"
- After grants expire, will become part of the refresh cycle
- Labs (Auto CAD & CAM) – may work into 2-year refresh cycle – 1st need to deal with backlog of hardware
- Javier needs new switch and servers – also need to be rotated

Campus-wide app for scanning vs using Student ID:
- Suzanne Malek pending responses from other community colleges - have only received input from one at this point
- Will revisit

Open Forum
Discussion: Funding projects come out of Budget Committee

- changes with 3-year cycle
- # of standing processes are going to change
- currently "Calvin's clouds" - no longer sufficient
- with processes becoming clearer, need to establish where IT Committee fits in
- tech projects extracted and brought to IT Committee once funded
- budget - need to prioritize
- with last accreditation took stab on a quarterly basis - 4x per year in academic cycle doesn't work - took step back to annual - revising again to become part of larger feed
- prior to beginning of calendar year (approx March) meeting with committee leaders - bring ideas to internal cycle -
- Executive Committee - Board cycle - fts into Education Master Plan - strategic - prioritized out
- President start in January - goes into next fiscal budget
- Projecting 15-16 / 16-17 / 17-18
- Planning cycle goes through
  - August - Admin
  - September - All college planning
- 2 years ahead - mirroring what state budget cycle does
- Planning 16-17 - Budget committee has rubric for scoring - committee has to score by 6/3 - will bring to IT Committee after that date "we are getting a voice"

Discussion: Viewed Rick Shaw's slide decks from Board presentation and Town Hall
- slides to be posted on Google drive for IT Committee review

Security Cameras
- fund with savings on Measure R
- 1st phase covers Warehouse
- feeds to Sheriff
- record and review

Phone system
- currently VOIP - when power goes out, phone goes out
- reallocated funds - 35k - Javier in process of replacing battery back-ups in all closets across campus
- will allow 30 - 45 minutes up time after outage

Discussion: 15 - 16 Priorities
- define standard SLA - service level agreements
- Upcoming site migration of www.avc.edu to Drupal and training for users
  website - tagging of content for sharing within other sites; e.g. myAVC
- templates for Committee meetings
- Faculty members do not currently have web pages

Upcoming IT Committee Meeting Dates	
Next Meeting:	06/11/15 tentative 2:00 pm, L-201
Summer (tentative):	07/09, 08/13
Additional Information:	Adjourned 3:02 pm