

IT COMMITTEE Minutes

Thursday, February 10, 2022

2pm – 3pm

Zoom:

<https://avc.zoom.us/j/97484040285?pwd=SVBvZXZ0czJnYkFNUHkxO1RaTUVZUT09>

Meeting ID: 974 8404 0285

Passcode: 535060

Type of Meeting: *Regular*

Note Taker: *Michele Schottelkorb*

In Attendance: *Richard Shaw, Lisa O’Leary, Mike Wilmes, Rick Motawakel, Jimmie Bowen, Dr. Casey Scudmore, Deborah Sanchez, Michele Lathrop, Bill Carlson, Greg Bormann, LaDonna Trimble*

Guest: *Michael Dioquino*

Committee Members:

Richard Shaw, ITS Executive Director
 Lisa O’Leary, Co-Chair
 Tom Gang, VP Academic Affairs Designee
 Mike Wilmes, ITS Systems Administrator
 Javier Carcano, ITS Systems Security Administrator
 Perry Jehlicka, DETC Co-Chair
 Rick Motawakel, Academic Senate
 Jimmie Bowen, Academic Senate
 Dr. Casey Scudmore, Faculty Union
 Deborah Sanchez, Faculty – Library/Institutional Research
Vacant – Classified – Academic Development
 Michele Lathrop – Classified – Student Services
 Bilkeyshia Jester – Classified – Business Services
 Lisa O’Leary – Classified Union
 Bill Carlson – Classified CMS
 Veronica Glasgow – ASO Student
 Greg Bormann – Dean – Instructional Services
 LaDonna Trimble – Dean – Student Services

Items	Person	Action
I. Opening Comments	Chair	Meeting started at 2:03pm
II. Approval of Previous Minutes for January 27, 2022	All	Accepted as submitted
III. Staffing Update	Chair	Admin Assist – reference checking Computer Support Tech – interviews next week, on the 15th Projects Manager – reposted (again) for larger pool
IV. AP/ BP & 3720, AP 3723, Resource Guidelines	Chair	Discussion of recommended revisions/comments. Committee agrees with forwarding to CCC for review.
V. Updates <ul style="list-style-type: none"> a. Zoom Quota b. 2FA is coming c. Cyber Security Training d. Instructional and Faculty Refresh Update e. Accreditation f. Tech Plan 	Chair	<ul style="list-style-type: none"> a. Purge scheduled 25 Feb, Rick will give step-by-step directions of how to go into Zoom. Link in email how to go from Zoom to OneDrive. b. By end of semester, for all users. FAQ (tutorial) will be published online; how to obtain a 2FA code. Looking to find roles based timeouts. Currently timeout is 20 minutes, to protect students. This would allow staff and students to have different timeouts (possible 120 min for

		<p>staff). We have an inventory of YubiKeys that populate an OTP. Cost of replacement is \$50.</p> <p>c. Sending out emails next week</p> <p>d. Hardware arriving – all equip for faculty laptops are in; some for the instructor stations and in classrooms.</p> <p>e. Evidence gathering, working meetings are happening once a month.</p> <p>f. Working on draft</p>
VI. Other issues / Open Forum	All	Meeting ended at 2:18pm
FUTURE MEETING DATES:		<p>Fall 21: 10/14, 10/28, 11/11, 11/25, 12/9</p> <p>Spring 22: 1/13, 1/27, 2/10, 2/24, 3/24, 4/14, 4/28,</p> <p>Summer 22: 5/26, 6/23, 7/21 (if necessary)</p>