IT COMMITTEE MINUTES	**Thursday, February 27, 2020** **L-201 from 2pm – 3pm** **Zoom:** https://cccconfer.zoom.us/j/232422186

Type of Meeting: *Regular*
Note Taker: *Michele Schottelkorb*
Please Review: *Agenda and Minutes from November 14th meeting*
In Attendance: *Richard Shaw, Lisa O'Leary, Mike Wilmes, Javier Carcano, Perry Jehlicka, Rick Motawakel, Jimmie Bowen, Dr. Casey Scudmore, Deborah Sanchez, LaDonna Trimble*

Guest: *Jenn Burchette*

Committee Members:
Richard Shaw, ITS Executive Director
Lisa O'Leary, Co-Chair
Duane Rumsey, 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
Denise Anderson – Classified – Business Services
Lisa O'Leary – Classified Union
Bill Carlson – Classified CMS
Rianne Palecpec – ASO Student
Laureano Flores – Dean – Instructional Services
LaDonna Trimble – Dean – Student Services

Items	Person	Action
I. Opening Comments / Introductions	Chair	Called to order at 2:04pm
II. Approval of Previous Minutes for Nov 14, 2019	All	Approved as presented
III. IT Update	Chair	Over break-most Fox Field will be completed over Spring Break; Outage over President's Day weekend was successful Infrastructure moves Upcoming outages-Spring Break, 2 (4 hr) phone outages Fox Field Other building projects-started survey for next gen

			blue phones on campus; grant to develop makerspace share with AVC & other regional area programs
IV.	Feedback: Refresh	Chair	-Discussed adding students to active directory -Jenn B. asks if possibility to move to Outlook is foreseeable; Rick addresses "if not here, then there"-ITS doing limited testing now, to eventually move to Exchange -Deborah asks if refresh is on schedule; Rick relay's ITS has changed who we are buying our hardware from (with significant cost effectiveness), changed from CDW-G to Dell. -Jenn asks how we know when to refresh; Rick answers ITS has a 4 year refresh cycle -Laureano pledges to request that departments who wish to spend funding for refresh or IT related purchases to make sure to go through ITS department, since IT knows what is compatible with what within the campus
V.	Feedback: AP 3725 Draft	Chair	Queued to go to CCC
VI.	AP Reviews – 3720	Chair	Recommendations on update – will bring in for committee review
VII.	Banner Training: New Employees	Jenn Burchett	-Jenn asks for experience with new employee onboarding; Greg speaks to what is available, Laureano gives Dean of CTE perspective of previous experience -Good brainstorming
VIII.	HR Case Management & Online Training from HR	All	General discussion / feedback for VP HR -discussed mandated reporters, sexual harassment prevention, need larger scale LMS project; HR & ITS will roll out in the future
IX.	Audit & other regulatory requirements	Chair	-New reporting requirements, need to address, upcoming
X.	Other issues / Open Forum	All	-Revising role of Enterprise Applications Manager, more to follow -Meeting ends at 2:49pm
FUTURE MEETING DATES: **Spring 2020**: 3/12, 3/26, 4/9, 4/23, 5/14, 5/28 **Summer 2020:** 6/11, 7/9 (if needed)			Next Meeting: March 12, 2020