

INFORMATION TECHNOLOGY COMMITTEE

10:00 AM – 11:00 AM • Friday September 28, 2018• SM-124

Minutes

Present: Jay Navarrette, Christopher Ebert, Samantha Sousa, Sarah Phinney, Fernando Roman, Dustin Acres (by telephone) Student Rep: Jose Almanzar

- I. **Call to Order**
- II. **Adoption of Agenda**
- III. **Approval of Minutes**
- IV. **Discussion/Action items**
 - a. **Banner 9 Testing** - Discussed the upcoming Banner 9 testing on October 18, 2018 from 9:00am – 10:00am. This will test the load on Banner cloud instance
 - b. **Laptop Carts for JEC and Health Careers** – The JEC Center has requested a quote for a 35 station laptop cart and Health Careers has request a quote for two 20 station laptop carts.
 - c. **District Technology Advisory Committee (DTAC) Local Rep Vacancy** – The open vacancy for a local campus representative on the DTAC committee has been filled by Kimanthi Warren, the Dir. Of Equity and Education Services.
 - d. **DTAC Process for Technology Projects** – Discussed the process for campus technology projects. All technology projects should be brought to the local campus IT committee first. If the project will require district IT resources, such as integration from Banner, then these projects will be submitted to the DTAC. Once submitted the DTAC will apply points to all District campuses projects and prioritize the projects.

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- e. Commons Computer Lab Assistant Vacancy** – First interview of candidates has taken place. Second interview to take place after accreditation.
- f. Other** –
- i.** Employee Site - Samantha Sousa reported that the district has created a new Employee site within a testing environment of the website. The new employee site would be different than the existing employee portal.
 - ii.** Degree Pages – Samantha Sousa will start working on the Degree pages once accreditation is done. Will be rolling out a new design of degree pages. A plugin may be used to pull information from Career Coach. Career Coach will show which careers within our local area and what the salary is.
 - iii.** Career Coach – Career Coach plug-in may inject a third party java script, which could be a security concern. Career Coach can also provide extensive web analytics.
 - iv.** Garage Tables - Jay Navarrette reported that a demo computer “garage table” has been installed in LRC-513. The table houses the monitor within the table. When a button is pushed on the table or from a remote at the instructor station, the monitor will electronically rise out of the table and then can be lowered inside the table. Currently testing table to see if this solution will work for our campus.
 - v.** Scam Emails - Jay also reported to be aware of the increase of “phishing” emails being sent out to employees. These types of emails could be ransomware.
 - vi.** Web Cam Security - Sarah Phinney asked if there was a way to secure the webcam on the testing computer within the

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learning center to prevent theft. Jay will try and check to see
if there are marketed security solutions for this.

- V. Adjournment – 10:45am**
- VI. Next Meeting – October 26, 2018 – 10:00am SM-124**