INFORMATION TECHNOLOGY COMMITTEE MEETING  
April 22, 2010  
2:00 pm -3:30 pm  
Washington Street Campus, SSC 277

Minutes

**Members Present:** Lee M. Colaw, Lynn Thornton, David Ziegler, Dan Ferguson, Robert Austin, and Delton Moore

**Members Absent:** Gina Garrett, Claudie Biggers, Ed Nolte, and Kim Davis

**Guest:** Jim Cantrell, Vice President, Business Development of Xerox; Melissa Britten, Business Development Executive Western Sales Operation of Xerox; Jeff Gibson and Linda Hendrick, ITS Directors.

I. **Action Items**
   a. Approval of the Minutes – March 25, 2010 (to be done electronically)

II. **CIO Report**
   a. General update (Lee)
      a. Security Threats – Latest new from McAfee Antivirus. Computers in companies, hospitals and schools around the world were stuck repeatedly rebooting themselves Wednesday after an antivirus program identified itself as a normal Windows file. McAfee Inc. confirmed their software update caused its antivirus program for corporate customers to misidentify a harmless file as a virus. A replacement update was quickly released to the corporate community.
      b. AC Alert Update – A flyer has been passed out to AC students. Two test alerts were sent out last week and the system seems to be working as designed.
      c. Faculty and Staff Email Storage Increase – Faculty and Staff email storage will increase to 1GB tomorrow. Lee reminded everyone to keep their email folders clean and delete what is not absolutely necessary.
      d. NAC Implementation at Polk Street Campus – The Network Access Controller (NAC) will be activated on Monday April 26, 2010. It is running flawlessly at the Polk Street Campus. The Experimental Theater will be scheduled next, followed by the Library. A “Guest” could have up to 14 days of wireless access.

III. **Discussion/Information Items**
   a. Appropriate Use Policy for Information Resources (All) – the Appropriate Use Policy will be voted on electronically via email.
   b. Print Management Strategy (Xerox Corporation) - Mr. Colaw introduced Jim Cantrell, Vice President, Business Development of Xerox and Melissa Britten, Business Development Executive Western Sales Operation of Xerox. They introduce the concept of optimizing print
output infrastructure of Amarillo College, after doing an extensive free survey of the Washington Street Campus. They discussed the objectives, adding value across the College, current and future state examples, approach to enterprise print services, print governance, sustainability, delivery and implementation.

c. Unified Communications - deferred until next meeting
d. National Broadband Plan – deferred until next meeting
e. ACT (Kim Davis) - none reported.
f. ATC (Dan Ferguson)
   - On May 3rd the ATC will meet with Bob Sanders, the Amarillo College Attorney regarding intellectual property rights, copyright, and fair use.
   - Help Desk Clarification: AskAC is the primary help desk. TIC and CTL Help Desks support AskAC. If employees know that it is an IT or CTL issue, they may use their help desks; otherwise, AskAC should be used.
   - To help mitigate student confusion, the “AC Online Student Orientation” was changed to read “How to use AC Online.” This is seen on the log-in screen for AC Online.
   - New project: A sub-team with Dan, Vicky, Mindy, Buster, Heather, April, and Diane was formed to look at creating a quick assessment tool in place of the READI instrument which takes around 30 minutes to complete. This tool would be utilized by students considering taking an online class and would help them in their decision as to whether they are sufficiently prepared for the class.
   - There was an initial discussion of the new Texas State House Bill that stipulates posting of instructor information online, such as the course syllabus and CV.

IV. New Business –
Lynn made a suggestion to reassign someone to represent the Classified Employees Council, or have a substitute attend the ITC meeting if the designated representative is unable to attend. Lee will talk with the appropriate parties concerned and suggest sending a substitute representative to the meetings,

Next Meeting – May 6, 2010, SSC 277

Tentative Topics:

1. Summer Meeting Times
2. Strategic Plan Update
3. Print Management Strategy (continued)
4. Unified Communications (continued)
5. National Broadband Plan (continued)
6. FY 2011 Budget/TRTF

Membership

1. Chair: Dean of ITS/CIO – Lee M. Colaw
2. Faculty Senate President or Representative – Claudie Biggers
3. Administrators Association Chair or Representative – David Ziegler
4. Classified Employees Council Chair or Representative – Gina Garrett
5. Continuing Education Representative – Kim Davis
6. Finance and Administrative Services Representative – Lynn Thornton
7. Enrollment Management Division Representative – Robert Austin
8. Assessment Development Division Representative – Delton Moore
9. VP Council Representative or Instructional Division Chair Representative – Ed Nolte
10. Faculty Member At-Large – Appointed by VP/Dean of Instruction – Dan Ferguson
11. Recording Secretary: Rose Dukes, Executive Assistant

CHARTER

The Information Technology Council (ITC) is charged with:

- Review technology related policies, processes, and procedures recommended by the subcommittees and or sub-teams.
- Presentation of pertinent issues and recommendations (such as new policies) to the President’s Cabinet for consideration and review.
- Review and oversee the Information Technology strategic plan.
- Oversight of Technology related committees in terms of charter, representation, and focus.
- Coordination and communication of pertinent information regarding technology based needs, goals, and activities with the representative areas of the AC community.
- Discuss and prioritize IT initiatives and ensure alignment of IT initiatives with the institutional Strategic Plan.