Citrus Campuswide Information Technology Committee

CITC Meeting Minutes of 11/06/06

Present:

Members
Rosalinda Buchwald
David Casey
Paula Green
Dave Kary
Steve Lindsey
Lois Papner
Jim Pierce
Linda Welz

Resource
Lan Hao
Bill King

Absent:
Leigh Buchwald
Gunnar Eisel
Patti Gonsalves
Sandy Lindoerfer
Maryann Rachford
Tonya Ryan

Lari Kirby
Joyce Miyabe

Guests:
None

Handouts:
Reference book for team members including references from:
1) Brown University – Computer policies outline and examples documents
2) Example computer use polices from CA community colleges:
   Antelope Valley
   Butte Glenn
   Chabot-Las Positas
   Glendale
   Long Beach
   Mt. San Jacinto
   Ohlone
   Santa Barbara
The meeting opened at 2:00 p.m.

1. Introductions
   The committee members present introduced themselves to the group.

2. Purpose and Structure of CITC
   Linda Welz introduced the committee to the purpose and structure of the committee. The committee will need to develop a mission statement, set campus-wide policies and plan for the future. Two sub-committees will be formed. Campus-wide Technology Infrastructure will be chaired by Leigh Buchwald and the new Technology Operations & Support Services Supervisor will chair the Campus-wide Technology Support committee. In 1 to 2 years the network will be restructured.

3. New Meeting Dates
   Meeting times for the remainder of the academic year were reviewed. Several meeting conflicts were identified. These meeting conflicts need to be resolved.
   **Action:**
   1. Linda Miller will rework the committee meeting schedule and bring new dates to the next meeting.

4. Web Site for the Committee
   A web site will be developed for the committee on the new college intranet. Access to the intranet from campus is via URL – Intranet; and from off campus URL – Intranet.citruscollege.edu. User ID and password are needed only from off campus.

5. Scope of Work
   No computer or technology policies exist for Citrus. The committee will work to develop policies.
   **Action:**
   2. Committee members should review example policies in the committee reference book for discussion at the next meeting.

6. Background Materials
   Each committee member was presented with a reference folder containing the following items.
   a. Agenda
   b. Committee information sheet listing the voting members and non-voting members, and details about the committee.
   c. Example policies from other colleges and comments from the committee.
      1. Brown University
      2. Antelope Valley Community College District - similar size college, single district, includes the 4CNET policies
      3. Butte Glenn Community College District - there privacy & confidentiality clause was pointed out.
4. Chabot-Las Positas Community College District – much older district
5. Chaffey College – local college, wording is good
6. Glendale College – the college lawyers reviewed their policies
7. Long Beach Community College District
8. Mt. San Jacinto College
9. Ohlone College
10. Santa Barbara City College

7. CITC in relation to Steering
   The CITC is a participatory governance committee that reports to the Steering Committee.

8. Closing comments
   Do we want to set standards for software, desktops, technology on campus? A wireless café will be set up in the student center in January 2007. Linda thanked everyone for attending the meeting.

9. The next meeting is December 20, 2006 at 2 p.m. in FP 100.

Meeting adjourned at 3 p.m.