# Mt. San Antonio College
## Information Technology Advisory Committee
## Group Memory
## September 12, 2016

Members:

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| Victor Belinski (Co-Chair) X | Phebe Lee X | Richard Patterson X | Chris Rodriguez (Guest) X |
| Ron Bean X | Rich Lee | Robert Stubbe X | |
| Chau Dao X | Paulo Madrigal X | Joe Vasquez X | |
| L.E. Foisia X | Jai Mehta X | Charlotte Zhang | Kate Morales (Minutes) X |

| ITEM | DISCUSSION/COMMENTS | ACTION/OUTCOME |
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| **1. Review of May 2016** | The Committee introduced themselves and discussed the new fall semester.  The May minutes were reviewed and approved. | The minutes will be posted to the ITAC website. |
| **2. ITAC Co-Chair** | Former ITAC member Paul Kittle was the designated co-chair.  The committee discussed the duties of the co-chair and decided by consensus to designate Ron Bean as the new co-chair. | The membership list will be updated to designate Ron Bean as co-chair. |
| **3. Campus A/V Standards** | Chris Rodriguez, Manager Technical Services Engineering, shared the Campus A/V Standard document.  He reviewed common A/V issues such as needing adapters to connect to projectors, technical problems with projectors and presentation equipment, and room users being unfamiliar with how to operate the equipment. Chris handed out copies of the Campus A/V Standards document. He directed the committee to review the touch screen setup. The goal is to design an interface that will translate to future technology; so when a user enters a room, they will see familiar icons and know if the equipment is operating as intended.  The touchscreen provides feedback to the user and a pop-up message if there is a problem. Up to three devices can be connected at a time. Technical Services and IT now have access to a system called Global Viewer Enterprise and can remotely diagnose and fix A/V issues. The committee commented that training on the new system will be needed. Chris indicated that the plan is to develop training videos on all the A/V systems and also offer training classes as needed. Paulo indicated that the new touchscreens were installed in Bldg. 40 and his team has found the system very intuitive with little training required to operating the A/V system. Phebe Lee asked about the possibility of changing from manual pull-down screens to motorized | Committee members will review A/V standards document and forward any suggestions to Chris Rodriguez. |

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| | screens. Chris indicated that motorized screens are part of the new recommended standards.<br><br>Chris reviewed the project request form for departments that plan to utilize their own funds for A/V purchases. Chris also reviewed the cost estimates for various components of the A/V standards. Paulo indicated that he was also concerned about the price of the system in the A/V Standards document and suggested there be a less expensive alternate option. Robert Stubbe indicated that he has also been looking into a less expensive option.<br><br>The committee discussed interactive technology such as smartboards and Brightlink projectors. The Brightlink projector is intended for small meeting places and small classrooms that have a need for interactivity.<br><br>The roll—out plan for the A/V standards is a 15 year plan. Robert Stubbe recommended that Chris talk with the academic technicians that are assigned to the various divisions to obtain feedback of the classrooms that are in need of A/V upgrades. | |
| **4. Annual Review of Committee** | The committee reviewed the ITAC purpose and function statements and membership. No changes were recommended for the purpose or function. The membership will be updated to indicate that Phebe Lee is appointed to a new three year term, Rich Patterson and Jai Mehta have also been appointed. Charlotte Zhang has been appointed as a student representative. | The Annual Review of Committee form will be submitted to the President's Office. |
| **5. Selected Strategic / Future IT Projects** | Vic reviewed selected IT projects. IT has made great improvements in exterior/outdoor wireless coverage.  Installation of additional exterior wifi access points will continue in the fall semester.  Chris Schroeder and his team have installed new infrastructure upgrades and monitoring systems related to security. The College is now ready for 10G circuit connections, which the State is preparing to fund.  The Computer Replacement Program is continuing.  IT replaces computers that are five years or more old. | Information Only |
| **6. Other Items** | Rich Patterson asked about the possibility of upgrading to Windows 10 and Office 2016.  Some classes in the Business Division will be teaching this new software.  Robert Stubbe indicated that he will work with the technicians to install the software upgrades. | |

| | The next meeting is October 3 at 2:30 p.m. in Bldg. 4 Room 2460. | A reminder will be posted in the portal and sent via email prior to the mtg. |
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