Minutes for Meeting of May 20, 2014
3:00 pm, HLRC-4B

Attending: Mary-Jo Apigo, Leo Calderon, Josefina Culton, Nick Dang, Cyrus Helf, Manish Patel, Ashok Patil, Larry Rowell, Bob Sprague, Ken Takeda, Sheila Williams for Phyllis Braxton

Guests: Michael Tesfai

1. Action Item: Approve minutes for the meeting of 4/15/14
   a. Minutes were approved with corrections to 4(b) and 6(a).

Vidya Swaminathan welcomed and introduced Ashok Patil who is a new member of the committee. Nick Dang asked the Co-Chair to announce in Item 5. the hiring of a new MS Outlook specialist.

2. Web and Social Media Policy:
   V. Swaminathan reported that E. Ichon was not able to attend today’s meeting due to illness and asked the committee if it would be acceptable to approve the Web and Social Media Policy via email during the next few weeks as today is the last meeting for the year. Co-Chair B. Sprague asked V. Swaminathan to notify College Council that the Technology Committee is planning to approve the Web and Social Media Policy by email.

3. District-Wide Technology Policy:
   N. Dang recommended that this committee review the District-Wide Technology Policy carefully.
   a. VP Ken Takeda announced that on June 3, 2014, Anne Diga of General Council will be holding a workgroup to review all comments submitted regarding the District-Wide Technology Policy. The end of next week would be a good time to submit comments. It is OK to send comments to N. Dang so K. Takeda can take comments to workgroup June 3, 2014.
   b. District IT is changing their name to IT Services.

4. Email Issues:
   a. The District purchased a new system called DataCo in August 2013. This represents a major change. All email messages have been captured including junk mail. Sorted by subject matter and sender and stores messages for three years. Colleges can store messages up to three years or shorter period of time. This policy needs to be announced to the entire college. Goal is to have effective July 1, 2014.
   b. Storage on individual hard drives – the District would prefer storing messages no longer than three years on individual hard drives.
   c. Have high number of accounts for employees that have retired or resigned. IT has no knowledge of who has retired, resigned, deceased. Account has to be purged within six months. Our Personnel
Tsai) and IT could work together to see what faculty are no longer employees at West due to resignations and terminations.

5. Kentico Update:
   a. N. Dang reported that the team was delayed more than a week as there has been a problem moving into another server. Zumwinkle does not work properly and N. Dang cannot contact Kentico. N. Dang will talk to Zumwinkle who will try to assist him remotely. This project will take two weeks to work with Zumwinkle.
   b. M. Apigo is working with Scott Kecken on workshops for Kentico for training faculty and is developing a plan for the framework for the workshop. There will be hands-on workshop orientations first, then screen captures and online tutorials. Training is scheduled for fall 2014.

6. Email Issues: Accessing MS Outlook & Spam Emails:
   a. IT is working on ability to access these with less difficulty - requesting comments from faculty on how we can weed out Spam emails.
   b. Limit displaying email I.D.'s - make it so they cannot harvest it.
   c. Encode them in a way so they cannot harvest email addresses.
   d. Don't reply to Spam, don't click on links. There is a new virus out.
   e. IT issues going on this summer – remove old computers from Data Center, about 140 computers; Library, about 49 computers.
   f. Dental Hygiene will receive new software within one week.
   g. Reset our system and reboot all computers.

Meeting adjourned at 4:30 p.m.