Minutes for Meeting of June 15, 2011
3pm, MSB-217

Attending: Mary-Jo Apigo, Marcus Butler, Nick Dang, John Oester, Vidya Swaminathan

Guests: Michael Tesfai

1. The meeting was called to order at 3:10 pm by Vidya Swaminathan, Faculty Co-chair. The minutes from the previous meeting were approved.

2. Follow-up on IT’s response to Senate recommendations #7, #8, and #9
   a. #7. Staff support and training:
      i. Pager for night staff will be ready by 9/1/2011
      ii. Contract with Metronome provides support for emergencies and two weeks of trouble-shooting training for the core switch, VOIP, email and storage.
   b. #8. Documenting Problems and changes:
      i. The implementation of the Kentico Content Management System is in progress to create an IT website for the campus.
      ii. Ticket system for the Technology help desk is in place. The IT department can now document the technology support needed by the campus community.
      iii. The construction of a database for inventory is in progress, reports from technology-distributing members of the campus are being collected to form a college wide inventory.
   c. #9. Connections of phone to email:
      i. VOIP phones will be delivered by August 2011.
      ii. VOIP phones will be installed by 12/31/11.

3. IT’s response to the Senate recommendations, #7, #8, and #9 were accepted. The committee recommends that additional IT staff training be provided so that new technologies are supported.

4. Transition from ADX to the Kentico Content Management System:
   a. Transition plan is not yet in place. Currently the Kentico system is used only for IT website purposes.
   b. Michelle Long-Coffee will work with IT to standardize a template for use by the college departments and divisions.
   c. The IT department is unable to support the transition to Kentico. A web master is needed to support faculty websites.

Meeting adjourned at 4:25 pm. Next meeting: September 9, 2011 at 3:30, Winlock Lounge
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