



## COMMUNICATIONS/IT COMMITTEE

### SUMMARY REPORT

November 15, 2021

1:00 p.m.

Action/Request	Person Resp.	Cmte. Referral	FC	BOD	Comments
<p><b>1. STAFF REPORTS:</b>  <b>IT Project Timeline</b>            The IT Supervisor updated the Committee on IT projects timeline as presented. Vice Chair Isom asked the IT Supervisor to provide an update on offsite back up and livestream at the next scheduled Committee meeting.</p> <p><b>Website Statistics</b>            The Committee reviewed website statistics as presented by the IT Supervisor and concurred to no longer display the age and gender of website users.</p>	IT Supervisor				
<p><b>2. STAFF REPORTS:</b>  <b>Publications Schedule Update</b>            The Managing Editor provided the Committee with publication schedule updates as presented.</p>	Managing Editor				
<p><b>3. UNFINISHED BUSINESS:</b>  <b><u>Goals for COMM/IT Committee, Update</u></b>            Following a brief discussion, no action was taken on this</p>	IT Supervisor, Executive Director				

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<p>matter at the time of the meeting.</p>					
<p><b>4. UNFINISHED BUSINESS: Community Wi-Fi Internet Services Subcommittee</b> The Committee concurred to table this item until a future date.</p>	<p>IT Supervisor, Executive Director</p>				
<p><b>5. UNFINISHED BUSINESS: Clubhouse Four Dais, Update</b> The Committee concurred to review previously submitted proposals on CH 4 dais and have the IT Supervisor provide an update at the next scheduled Committee meeting.</p>	<p>IT Supervisor</p>				
<p><b>6. UNFINISHED BUSINESS: Electronic Temperature Units Replacement in GRF Buildings, Update</b> The IT Supervisor stated that he is looking into Google Nest installation and will provide more updates at the next scheduled Committee meeting.</p>	<p>IT Supervisor</p>				
<p><b>7. NEW BUSINESS: 2022 LW Minibus Cover</b> Following a discussion, the Committee concurred to approve the option "B" for 2022 LW Minibus Cover.</p>	<p>Managing Editor, News Editor, Copywriter, Page Designer</p>				
<p><b>8. NEW BUSINESS: LW Weekly Digitization of 1962-1999 Microfilm</b> Following a discussion, the Committee moved to approve</p>	<p>Committee Vice Chair, President of the LW</p>			<p><b>X</b></p>	

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<p>the Historical Society's request to have GRF President sign the Ancestry.com release, as attached, for the Golden Rain News become part of the CDNC UC Riverside/Newspapers.com digital newspaper database and forward it to the Board for approval. The motion passed.</p>	<p>Historical Society</p>				
<p><b>9. NEW BUSINESS: New Print Vendor</b> The Committee reviewed the proposal for a new print vendor as presented by the Managing Editor. Following a discussion, the Committee moved to affirm the decision of the LW Weekly Managing Editor to procure commercial print services from Reed Printing, 4071 Greystone Drive, Ontario, CA, 91761, effective Nov. 18, 2021. The motion passed.</p>	<p>Managing Editor</p>				
<p><b>10. NEW BUSINESS: Replacement of Jenark &amp; Other Legacy Systems</b> The Committee concurred to further review this item at the Committee's meeting in January 2022.</p>	<p>IT Supervisor</p>				
<p><b>11. NEW BUSINESS: Upgrade Cameras &amp; Equipment In Administration Conference Room</b> Following a brief report by the IT Supervisor, the Committee concurred to further review</p>	<p>IT Supervisor</p>				

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<p>this item at the next scheduled Committee meeting.</p>					
<p><b>12. NEW BUSINESS: Upgrade Cameras &amp; Equipment in Conference Room B</b> Following a brief report by the IT Supervisor, the Committee concurred to further review this item at the next scheduled Committee meeting.</p>	<p>IT Supervisor</p>				
<p><b>13. GOVERNING DOCUMENTS: Review:</b></p> <p>i. <b>Policy 20-2807-1, GRF Emergency Text Parameters</b> The Committee concurred to further discuss Policy 20-2807-1, GRF Emergency Text Parameters at a work study before the Committee meeting in January 2022.</p> <p>ii. <b>Policy 30-1010-1, Authorized Spokesperson</b> The Committee concurred to update Policy 20-2807-1, GRF Emergency Text Parameters, to include the GRF Director as an authorized spokesperson and further discuss it at the next scheduled Committee meeting along with Policy 20-2806-1, Community Publications.</p>	<p>Recording Secretary</p>				
<p><b>FUTURE AGENDA ITEMS: The Committee moved/concurred to include:</b></p>	<p>Recording Secretary</p>				

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**Unfinished Business:**

- a. Livestream Meetings Tech Issues, Update
- b. CH 4 Dais, Update
- c. Electronic Temperature Units Replacements in GRF Buildings, Update
- d. Replacement of Jenark & Other Legacy Systems, Update
- e. Upgrade Cameras & Equipment in Administration Conference Room B, Update

**Governing Documents**

- a. Review:
  - i. Policy 20-2807-1, GRF Emergency Text Parameters
  - ii. Policy 30-1010-1, Authorized Spokesperson
- b. Amend:
  - i. Policy 20-2806-1, Community Publications