

INFORMATION TECHNOLOGY COMMITTEE

10:00 AM – 11:00 AM • Friday December 1, 2017 • SM-124

Minutes

Present: Jay Navarrette, Christopher Ebert, Elizabeth Buchanan, Sarah Phinney, Rosemary Viotto, Fernando Roman, Dustin Acres, Samantha Sousa.

- I. **Call to Order**
- II. **Adoption of Agenda**
- III. **Approval of Minutes**
- IV. **Discussion/Action Items**
 - a. **Budget Reviews** – Review of college division / department budget reviews for IT related items.
 - b. **Shoretel Upgrade Friday December 15th** - The district is updating Shoretel software. This software client will be automatically pushed to computers. Computers will need to be left on to receive the update. Those computers which do not receive the update for whatever reason, IT will manually update the computer.
 - c. **Shoretel Training Thursday December 14th** – This Shoretel training is for the new updated Shoretel client. The training will be 45 minutes to an hour for each session. There should be 4 or 5 sessions throughout the day. Only need to attend one training session.
 - d. **Other**
- V. **Adjournment-** 10:46am