

INFORMATION TECHNOLOGY COMMITTEE

10:00 AM – 11:00 AM • Friday January 26, 2018• SM-124

Minutes

Present: Jay Navarrette, Christopher Ebert, Stephanie Olmedo, Elizabeth Buchanan, Sarah Phinney

- I. **Call to Order**
- II. **Adoption of Agenda**
- III. **Approval of Minutes**
- IV. **Discussion/Action Items**
 - a. **Shoretel Client Update Follow-Up** – Client update sent out to computers, most computers installed update. Some computers which did not receive update, IT will manually install client software.
 - b. **District Wide IT Committee** – District IT Committee representatives for Porterville College, Jay Navarrette, Dustin Acres and Elmer Aguilar. Any technology projects which will need District resources will be submitted to District Wide IT Committee to be voted upon and prioritized for implementation and completion. First meeting February 22nd.
 - c. **New Directory on Web Site** – Samantha Sousa has been working with District web developer to complete personnel directory. Email to be sent out to everyone to check the directory to ensure contact information is correct. A concern on how adjunct instructors will be added to directory and maintained.
 - d. **Programs & Degrees on Website** – Samantha Sousa had asked for this to be added to agenda, she was not present. Will address at next IT meeting.

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e. Other – Network Down – Jan 25th network switch failed, network went down and brought down VOIP telephone services. Worked with district to replace switch blades. One blades delivered 6:15am and installed. 2nd blade delivered which did not correct problem. Working with vendor for shipment of new chasis to install.

f. Next meeting - February 23, 2018.

V. Adjournment- 10:30am