

## INFORMATION TECHNOLOGY COMMITTEE

10:00 AM – 11:00 AM • Friday February 22, 2019 • SM-124

### Minutes

**Present:** Jay Navarrette, Christopher Ebert, Fernando Roman, Dustin Acres,  
Student Rep: Jose Almanzar

- I. **Call to Order**
- II. **Adoption of Agenda**
- III. **Approval of Minutes**
- IV. **Discussion/Action items**
  - a. **DTAC project submission for spring – Mar 5, 2019 – Budgeting Software** -VP Arlitha Williams-Harmon, submitted a request for budgeting software to be used district wide. No specific product was specified. Points will be assigned prior to next DTAC point submission date.
  - b. **Additional Laptop Cart for Health Careers (10 Laptops)** - Health Careers has requested another laptop cart with 10 laptops. These laptops will be used for testing and student use.
  - c. **Local Computer Use Agreement** – Need to create a local Porterville College computer use agreement. New agreement should be clear and specify laptop connections within classrooms. District computer use agreement policies need to be included in local agreement.
  - d. **Wi-Fi Project** - Local computer techs to work with District technicians to install and configure new wi-fi controllers on network. Once new controllers are configured and working, then IT can add more wi-fi access points on campus.
  - e. **FA1 Lab Network Wiring Project – March 18, 2019** - The FA1 lab is scheduled to have the network switch and wiring re-done. New

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data drops will be installed in lab and network switch will be moved over to another room where there is an existing rack. That old rack will be replaced as well. The switch is loud, so moving it over to a new location, will remove the distracting sound while instruction is being done in the lab.

#### f. Other -

1. **IT Positions** - Part time IT computer tech Martin Ibarra will be moving over to Bakersfield College. Jay has requested that the computer tech position be made into a full time position. This position would work from 12pm to 9pm to cover the evening classes. The full time Media Technician position which was vacated by Rosemary Viotto, will be turned into a part-time position to help fund the full time computer tech position. The Media Technician position will be converted to a part-time Media Specialist, which has a job description that would better support the college.
2. **IT Committee Membership** – Need to review the membership of IT Committee and replace members who do not regularly attend meetings.

**g. Next Meeting** – March 29, 2019 – 10:00am SM-124

**V. Adjournment** – 10:50am