

## INFORMATION TECHNOLOGY COMMITTEE

8:00 AM – 10:00 AM • Friday April 26, 2019• SM-124

### Minutes

**Present:** Jay Navarrette, Christopher Ebert, Samantha Sousa, Elizabeth Buchanan, Sarah Phinney, 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 Meeting Information** – Jay and Dustin attended DTAC meeting. PC points submitted were 4 points for District Budget software. Reviewed other points submitted by other sites. Yearlong schedule and winter intercession projects submitted to VP group to review.
  - b. **Laser Projectors for Classrooms, SM-114 Install-** IT ordered 10 laser projectors for installation in classrooms to replace older projectors. Install priority SM-121, CTE, Health Careers. Laser projectors are much brighter when projecting. Bulbs do not need to be replaced on laser projectors.
  - c. **IT Positions – Full Time Technician and Part Time Media Specialist Update** – Full time technician position was advertised internal to district. Ying Vang from BC wanted to transfer from his part-time at BC to full time at PC, however since PC full-time position covered evenings, he decided not to transfer. Full-Time position advertised outside. Part-time media specialist position to be sent out, however hours for position will need to be flexible to support campus events.

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**d. Wi-Fi Upgrade Consultation – May 23<sup>rd</sup> – Aruba Partner – includes**

**sprinkler system** – Aruba partner vendor and DO IT technician will be on campus May 23, 2019 to do an assessment of campus wi-fi for upgrade of wi-fi network controller equipment. Upgrade will enhance wi-fi connections and coverage. Sprinkler systems need to connect to wi-fi for new timers. Assessment will aid in connecting sprinkler system controls to wi-fi.

**e. Video Creation / Management Pilot (Sarah Phinney)** - Sarah requested that this item be deleted from agenda.

**f. Course Leaf Catalog System** - Samantha was tasked to find an online catalog management system to integrate with website. Course catalog would be able to be updated directly on-line by Judy Fallert and be available as a PDF file. Pathways would be able to be added in system for courses. Also, students would be able to download a complete degree plan from system. Course Leaf is able to integrate with Ellucian Banner. The system could be integrated with single sign on. Initial cost \$40K, yearly maintenance \$7500

**g. Other** – Fernando Roman asked about software being loaded on image for computers. Camtasia to be loaded on instructor machine in L-449.

**h. Next Meeting** - August 30, 2019 – 10:00am SM-124

**V. Adjournment** – 8:47am