

## INFORMATION TECHNOLOGY COMMITTEE

8:00 AM – 10:00 AM • Friday November 22, 2019 • SM-124

### Minutes

**Present:** Jay Navarrette, Christopher Ebert, Roger Perez, Terry Crewes, Stephanie Olmedo, Manuel Caceres

- I. **Call to Order** – Meeting called to order 10:07am
- II. **Adoption of Agenda**
- III. **Approval of Minutes**
- IV. **Discussion/Action items**
  - a. **Introduction of new Systems Support Specialist I – Manuel Caceres** – Jay Navarrette introduced the new computer tech, Manuel Caceres. His hours are 11:30am – 9:00pm, allowing tech support for evening classes.
  - b. **Updated Charge of IT Committee Approved** – The updated IT Committee charge and membership was submitted to College Council and approved.
  - c. **Pilot 5 Teaching Workstation Purchase** – The purchase of the Hovercam Pilot 5 teaching workstation has been made. When it is received it will be installed in the SCCR. IT anticipates it will be installed over winter break. Once installed, it will be used for Flex Day and be available for presentations in SCCR.
  - d. **Computer Order for Instructor Offices** - IT is working with budgeting to purchase new computers for instructor offices. A total of 45 new computers are being purchased. These computers will replace old models which are currently running Windows 7.
  - e. **Request from Math Department for Solidworks Design Program** - A request has been made by the Math department to purchase a software program called Solidworks. This program would be used as

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part of the classes slated toward engineering. IT will need to

research with the vendor on pricing and requirements of software.

- f. **New Telephones to Support Activate Service** – The district has purchased new telephones for the campus. These telephones will work with the new Activate notification service. Once telephones are received, IT will try to install over winter break or early January.
- g. **Garage Tables – Possible Installation Over Winter Break** – Facilities has purchased Garage tables to be installed in computer classrooms LRC-513, Library L-449 and Fine Arts FA-1 lab. These new tables are electronic and allow the monitors to be lowered directly into the table. Once lowered, the tables are flat and can be used as standard student tables for lecture classes. Installation of tables is scheduled to be done over winter break.
- h. **Other** – Stephanie Olmedo reported that a Disability Task Force meeting will take place on December 3, 2019.

V. **Next Meeting – January 31, 2020 – 10:00am SM-124**

VI. **Adjournment** – 10:58am