<p align="center">**PORTERVILLE COLLEGE**</p>

<h1 align="center">INFORMATION TECHNOLOGY COMMITTEE</h1>
<p align="center">**8:00 AM – 10:00 AM   •   Friday January 31, 2020•   SM-124**</p>

<h2 align="center"><u>Minutes</u></h2>

Present: Jay Navarrette, Christopher Ebert, Roger Perez, Dustin Acres, Terry Crewse, Elizabeth Buchanan, Sarah Phinney, Reagen Dozier, Stephanie Olmedo, Manuel Caceres, *Visiting Student Rep: Isidro Magana*

I. **Call to Order –** Meeting called to order 10:05am

II. **Adoption of Agenda**

III. **Approval of Minutes**

IV. **Discussion/Action items**

    a. **Garage Table Installation & Training Video –** Garage computer tables have been installed in LRC-512, L-449 and FA-1 computer classrooms. The Director of IT and the Communications and Marketing Manager created a training video and posted to campus YouTube channel. The video shows the proper operation of the garage tables. The video link was emailed out PC faculty.

    b. **End of Support for Windows 7 (1-20-20) – Extended Support Licenses**- On 1-20-20 Microsoft ended support for Windows 7 operating system. IT is in the process of replacing or reimaging Windows 7 computers with Windows 10. There are some Windows 7 computers which run specific software which may not run properly in Windows 10. IT purchased extended support contracts for Windows 7 on these computers and other remaining Windows 7 computers.

    c. **Classroom Instructor Computers Upgraded to Win 10 –** Over the winter break, all Windows 7 instructor machines in the classrooms were upgraded to Windows 10.

    d. **Computers Received for Instructor Offices –** IT is in the process of replacing computers in instructor offices with new Windows 10

computers. A purchase of 45 computers was done previously to replace these computers.

e. **New Telephones Installation for Classrooms and Staff –** The new IP420 (classroom) and IP480G (staff / faculty) telephones have been purchased by district. IT started the process of replacing old phones in the classrooms first. Once classrooms are done, then replacement of staff / faculty telephones will begin. The new telephones are required to work with the new emergency notification system.

f. **Revolution Notification Software Install (1-31-20) –** A new client notification program will be loaded on everyone's computer. The client allows for an emergency notification to be sent to user's computers. In the event there is an emergency a notice is sent out, the client will show a pop up screen and sound with the emergency notification and it will display any special instructions.

g. **Portal Access Errors – Banner / Email –** Over the last couple of weeks after returning from the break, there were some issues with the Inside PC portal. These issues affected user's access to Banner, student email and other programs dependent upon the portal. District is in the process of working with Portal Guard to correct these problems.

V. **Other –** Sarah Phinney was needing access to upgrade the Adobe products on her lab machines. She will be issued a specific login to be able to upgrade those machines.

VI. **Next Meeting – <u>February 28, 2020</u> – 10:00am SM-124**

VII. **Adjournment –** 10:47am