

PORTERVILLE COLLEGE

INFORMATION TECHNOLOGY COMMITTEE

10:00 AM – 11:00 AM • Friday April 24, 2020• ZOOM Meeting

Minutes

Present: Jay Navarrette, Christopher Ebert, Roger Perez, Terry Crewse, Elizabeth Buchanan, Sarah Phinney, Reagen Dozier, Stephanie Olmedo, Manuel Caceres, *Student Rep: Carolina Cisneros*

- I. **Call to Order** – Meeting called to order 10:05am
- II. **Adoption of Agenda**
- III. **Approval of Minutes**
- IV. **Discussion/Action items- Technology Support During COVID-19 Stay at Home**
 - a. **IT Department on Campus Hours** – Discussed the revised schedule of IT department personnel being on campus. IT to be available on campus Monday thru Thursday on two day alternating schedule, from 7:30am – 12:00pm.
 - b. **Laptop / Equipment Check Out to Staff / Faculty** – Laptops have been pulled from campus student laptop carts. These laptops are available for staff / faculty to check out. A limited number of monitors are also available for check out.
 - c. **Laptop Check Out to Students** - IT is working with the lending library to check out additional laptops to students. These laptops were also pulled from student laptop carts. These laptops are to be checked out to students for the remainder of spring semester.
 - d. **Technology Orders – Headsets, Webcams, Laptops, Monitors, Misc.** – 100 laptops are on order to be primarily checked out to students. Additional headsets, webcams, monitors and internet hotspot units have also been placed on order. Once these items have been

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received, they will be available for check out. The monitors and headsets will be checked out to staff / faculty.

- e. Support for Remote Access** – IT is working with staff / faculty on setting up remote access accounts with the District Office. IT is providing support for any issues with remote access to local on-campus desktop computers. End users also need to setup Duo authentication on their cell phones to enable their remote access account to connect to their on-campus desktop computer.
 - f. Zoom Meetings** – Discussed some of the issues with using Zoom for online meetings. Tips on security settings of a meeting and to help minimize “Zoom bombing” disruptions.
 - g. Parking Lot Wi-Fi Project** – Meeting with vendor to do initial planning on implementing wi-fi access to the campus front parking lots. Wi-fi to made available in parking lots so students can connect to the internet from within their vehicles for on-line instruction.
 - h. Other** – This is the last IT Committee meeting for the spring semester. No IT Committee meetings during the summer.
- V. Next Meeting – September 25, 2020 – 10:00am via Zoom**
- VI. Adjournment – 10:50am**