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

<div align="center"># INFORMATION TECHNOLOGY COMMITTEE</div>

<div align="center">**10:00 AM – 11:00 AM  •  Friday, November 20, 2020  •  ZOOM Meeting**</div>

<div align="center">## <u>Minutes</u></div>

**Present:** Jay Navarrette, Christopher Ebert, Roger Perez, Terry Crewse, Reagen Dozier, Stephanie Olmedo, Fernando Roman, Manuel Caceres, *Student Rep: None*

I.   **Call to Order –** Meeting called to order 10:02am

II.  **Adoption of Agenda**

III. **Approval of Minutes**

IV.  **Discussion/Action items**

   a. **Student Technology Check In – December 11, 2020 –** 9am to noon will be accepting technology items from students.  Messages have gone out to students concerning drop off date and time. Staff or faculty who have checked out items, will not need to return items. Students who don't return items will have a hold put on their student account, preventing them from registering for future classes.

   b. **Softphone Installs –** Started the process of installing a "soft phone" feature on some staff laptops.  This feature will allow them to answer their on-campus telephone extension remotely on their college assigned laptop.  When calls are made from the "soft phone" on the laptop, the caller ID will show that the call is coming from the college.

   c. **Adobe Sign –** The Adobe Sign feature allows users to send .PDF documents and request electronic signatures from others.  Once the document is signed, it is sent back to the sender and is certified as a locked document with signatures.  The old feature of Adobe Sign was automatic within Adobe, however the new Adobe sign now requires that it manually applied to users Adobe accounts by

IT.  However, due to accessibility issues with PDFs we may need to migrate forms to another product.

d. **Planning for Next Phase of Outdoor Wifi –** Last summer and early fall, both Wi-Fi projects for the front and back parking lots were completed.  The next thing is to start the planning phase of mapping the rest of the exterior key locations, like the quad areas for Wifi access.  This phase probably will not start until at least mid-spring or summer.

e. **WiFi Instruction Email to Students** – Will provide instructions to Roger with instructions on how to connect to WiFi for students.  Roger will be sending an email out to students once all of the instructions have been received.

f. **Appstream** – Appstream is a product which allows users to remote into a remote virtual desktop.  The users will have access to standard products like Office, Adobe, etc.  This will allow the user the ability to access these applications remotely and possibly with lower end remote computers.  The Appstream will be accessed through a web-based interface. At some point this service could be rolled out to students.

g. **Order of 50 Student Laptops**  - After the fall checkout of laptops, we had about 50 students which were not able to checkout laptops, as there were none available.  Discussed with the President about purchasing an additional 50 refurbished laptops and received approval to do so.  Will be purchasing in December to have ready for spring checkout.

h. **Other –** Roger discussed that his department is going through a redesign phase of the website.  A survey was sent out to get information on what changes need to be done.

**V.**     **Next Meeting –** <u>January 22, 2021</u> **– 10:00am via Zoom**

**VI.**     **Adjournment –** 10:49am