

INFORMATION TECHNOLOGY COMMITTEE

10:00 AM – 11:00 AM • Friday, December 2, 2022 • ZOOM Meeting

Minutes

Present: Jay Navarrette, Roger Perez, Elizabeth Flynn, Dustin Acres, Stephanie Olmedo, Manuel Caceres, Student Rep: Javier Rosas

- I. **Call to Order**
- II. **Adoption of Agenda**
- III. **Approval of Minutes**
- IV. **Discussion/Action Items -**
 - a. **Review IT Committee Charge and Membership** – Committee reviewed and made recommendations on the IT Committee charge and members. Jay Navarrette and Elizabeth Flynn are the co-chairs of the committee. – First read.
 - b. **IT Plan** – Asked committee members to review IT plan and submit to Jay Navarrette any recommendations or changes to the plan by December 16, 2022, prior to going on winter break.
 - c. **Student Email Accounts – Google Storage – 10GB Dec 13, 2022 -** Student emails are associated with Google mail. Google has now implemented a limit on the size of storage for student emails and student uploads. Effective December 13, 2022, all student accounts will be set to a 10GB limit of storage. Students over that amount, will not lose their data, but they will not be able to upload any additional data. The students will be able to download files to reduce the amount of storage they are using.
 - d. **Outlook Add-In for Reporting Phishing or Spam Emails -** District IT has pushed out a new Outlook add-in utility called Barracuda Essentials. This new Outlook add-in will allow users to quickly report any received emails which are possibly spam or phishing emails.

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e. Website Update (Roger Perez) – Projected delivery of first web

design code on December 5, 2022. Web committee will review and then send to Modern Campus. Anticipated that the new website will be available by the end of Summer 2023 or beginning of Fall 2023. District is working with web committee to find a replacement solution for the current Inside PC portal.

V. Next Meeting – January 27, 2023 – 10:00 am Zoom Meeting

VI. Adjournment – 10:57am