Technology Resource Team
Meeting Minutes

Meeting Information

Date: 9/17/2019
Time: 2:00 PM
Location: MCB350B

Type of Meeting: Regular Meeting

Meeting Facilitator: Mike Campbell

Meeting Activities

Call to Order:
    Mike Campbell called to order the regular meeting of the TRT at **2:10** on **9/17/2019** in **Main Building 350B.**
Roll Call:
    The following persons were present: Mike Campbell, Paul Kuttig, Rebecca Pang, Sylvia Sotomayor, Matt Hightower, and Michael Metcalf.
    Guests:

Meeting Minutes Approved: The meeting minutes were postponed until a full quorum could be in attendance..

Discussion Issues

Topic – iTV and Smart Classroom Upgrade and Expansion:
    We upgraded iTV classrooms at some of the campuses with replacing the touch panels. We also added one extra room at Tehachapi and moved room 2 at KRV to room 11 to make way for the construction planned for that site. All classrooms at IWV are smart classrooms with short-throw projectors. We have added more classrooms at Tehachapi, with several of them being smart classrooms with short throw projectors. We also added a Zoom conference room at Tehachapi.
Action Item: None

Topic – AUP
    In the Annual Unit Plan, we might want to consider decreasing the number of computers put in the LRC open labs in order to cut costs. Mike Campbell will put together a draft of the AUP for IT to review. Discussions on how the LRC will need to be used in the future once it comes back online.
Action Item: Mike Campbell will draft a review.

Topic – Windows 10 Upgrade:
    The IT department has been upgrading computers to Windows 10 so we are off Windows 7 by the end of the year. Microsoft has been blocking updates on select models of computers we have on campus until they are updated, so we are moving as fast as possible to update all computers. IT will be visiting offices and updating computers as we

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come across them, making sure to back up data and reconnecting the user once they are back at their desk.

Action Item: IT is in the process of upgrading everyone.

Topic – Student IT resources where should they go:

We would like to make software links to available to students and employees. Sylvia talked about how she would link to the software with the explanation of how to download it and who is responsible for that software. Students have access to Microsoft

Action Item: Michael Campbell, Paul Kuttig, and Sylvia Sotomayor will work on setting up that page.

Topic – Change in college council meeting status:

Michael Campbell gives a report to College Council, but is no longer required to stay for the full meeting. The College Council meeting minutes will now be available to all employees via SharePoint. As a result, SharePoint and its weaknesses were discussed. Microsoft Teams could possibly be a replacement for SharePoint, but we as a District are working through the kinks of figuring out how SharePoint or Teams will work so everyone is not overloaded with information.

Action Item: None.

Reporting Out

a) College Council
   a. No reports will be reported from this point on.
b) PED Tech
   a. No reports at this time.
c) Distance Education
   a. Rebecca Pang is working with the Math department on converting math equations to readable text for screen readers. Math Type could work, but she is looking for a free tool right now to cover the need. She has found one from another College, but there are some software issues with Windows 10. IT and Rebecca will look at the compatibility issue. If this reader software is compatible, we will push it out to all lab computers. We may push out the creator software to all faculty.

Future Meeting Dates

a) Next Meeting: October 15, 2019 at 2:00PM in Main Building 350B
b) Schedule: Every third Tuesday at 2:00PM in Main Building 350B

Adjournment

The meeting adjourned at 2:45 PM

Recorded by: Paul Kuttig

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