



## **Technology Resources Team Meeting Minutes**

Date: 11/19/13

Time: 2:30PM

Location: LRC 604

**Type of Meeting:** Regular Meeting

**Meeting Facilitator:** Mike Campbell

### **Call to Order**

**Mike Campbell** called to order the regular meeting of the TRT at **2:33** on **11/19/13** in **LRC 604**.

### **Roll Call**

The following persons were present: Mike Campbell, Paul Kuttig, Sylvia Sotomayor, Charles Osteen, Jeremy Campbell, Mike Metcalf, Jan Moline, and Matt Hightower (via telephone).

**Guests:** None

**Meeting Minutes Approved:** 9/17/13 meeting minutes

### **Discussion Issues**

Topic – *VOIP phone upgrade:* KRV is setup with the new VOIP system and have been switched over to the new system. December 13 is the cutover date for IWV, but training will happen on December 11 and 12. Flex Day training will provide Instructors with training for those who missed the December training. ESCC and the IWV classrooms are scheduled to have their phones replaced and installed during the Spring Break.

When the new phone system is implemented, for those who have more than one extension, they will be reduced to one extension and will be able to “check-into” the different phones they need to use when at different locations. Caller ID will also change, so when calling an outside number, that number will no longer see that user’s ID, but will see generic information (Counseling was glad to hear this). The software that comes with the phone will be installed on select user’s computers, for those who need and are interested in receiving the software. Some of the features and benefits of the Shortel software were discussed.

**Action Item:** none

Topic – *iTV reprogramming:* The AMX touchpanels are being reprogrammed by Providea, as Polycom no longer supports the touchpanels we use. This was a District wide project that provides us with the code and allows us to standardize each iTV classroom. Dec 16-19 will be the time when Providea will finish with coding the systems. Mike Metcalf brought up that the fact that the instructors cannot use extended display in the Nursing iTV classrooms, so IT has plans of installing a dual video card in Nursing, as they are the classroom that has requested this change. This change will be affected over the winter break.

Room 350D is scheduled for completion and an upgrade over the winter break as well.

**Action Item:** Mike Metcalf will talk to his department to inform them of the changes to be made. Video cards will be installed in iTV classrooms that require the dual display.

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Topic – *Digital 395 update*: The fiber has been installed at Bishop, completing the Cerro Coso installations, which will provide us with 100 Mbps connection to the DO and between all campuses (with the exception of KRV), in comparison to our 15-20 Mbps connection.

**Action Item:** None at this time.

Topic – *New nursing ITV unit at KRV Recommendations*: The K6 Grant provided a mobile ITV nursing classroom at KRV. This allows us to move the classroom to another location if needed (including moving the equipment to a new classroom within the campus). All of the equipment has arrived and the equipment should be ready by the Spring Semester. The KRV Nursing ITV classroom will be located in room 11.

**Action Item:** None at this time.

Topic – *RSS server*: The server is here at IWW, needs to be sent to the DO, and will be installed before the Spring Semester.

**Action Item:** None at this time.

Topic – *New employee*: Our new IT employee (William Velasquez) started on 11/28/2013 and we hope to see him remain for some time.

**Action Item:** None at this time.

Topic – *Unit plans*: Mike has to go through the unit plan and hope to have it to Corey Marvin by the next meeting for approval.

The topic of iPads came up how and where they should be used. Mike Metcalf talked about the benefits and success of the iPads in the Nursing Program. They have not been as successful in other departments and where they get placed on the HRP is in question.

**Action Item:** see above.

#### **Information Issues**

- a) IT has removed the ability to connect the Polycom equipment in room 350 to the telephone system, as people were not following the instructions and were leaving the sessions connected after the meeting was over (preventing other sessions from starting). The new phones in the VOIP system has such an improved speakerphone, that conference phone calls in ITV and conference rooms will no longer be a problem anyway. The system will remain in room 604 however.

#### **Future Meeting Dates**

- a) Next Meeting: 12/17/14 at 2:30PM in LRC 604 (unless postponed due to the time of year)
- b) Schedule: Every third Tuesday at 2:30PM in LRC 604

#### **Future Agenda Items and Review of Action Items of Current Meeting:**

#### **Adjournment**

The meeting adjourned at 3:27PM

Recorded by: Paul Kuttig

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