



**CERRITOS COMMUNITY COLLEGE DISTRICT
INFORMATION TECHNOLOGY
IT STANDARDS MEETING
February 9, 2024**

DATE: February 9, 2024

LOCATION: Zoom

QUORUM MET: Yes

MEETING TIME: 9:06 AM

COMMITTEE MEMBERS PRESENT:

1. Patrick O'Donnell
2. Javier Banuelos
3. Aemiro Beyene
4. Andrew Maz
5. Erik Duane
6. Joseph Cervantes
7. Mayra Radillo
8. Michele Kingston
9. Michelle Stieber
10. Nick Real
11. Randy Diaz

COMMITTEE MEMBERS ABSENT:

1. Lui Amador
2. Shannon Estrada

GUESTS:

None

MINUTES:

- Motion to approve 1/12/24 meeting minutes.
Erik Duane (1)/ Javier Banuelos (2)
Motion carries with 8 yes/0 no/0 abstention

NEW PRINTER STANDARDS

- Patrick presented the replacement printer for EOL HP Laser Jet P1606dn #CE749A#BGJ with HP Laser Jet Pro M501dn. Desktop laser printer- monochrome- 45 ppm, 34 ppm duplex, automatic duplex print. 100,000-page duty cycle. Monthly page volume 1,500-6,000. Ethernet and USB.
- Erik made a motion to accept this as the new standard. Javier seconded the motion. All were in favor. Motion carried.
- Patrick presented the replacement printer for EOL HP Laser Jet Pro M203dw #G3Q47A#BGJ with HP Laser Jet 200 M209dw. Desktop wireless laser printer- monochrome- 30 ppm, automatic duplex print. Monthly print outs 20,000. Ethernet and USB.
- Patrick noted that we do not utilize the wireless capabilities for security purposes.
- Erik made a motion to accept this as the new standard. Javier seconded the motion. All were in favor. Motion carried.
- Patrick presented the replacement for printer EOL HP Color Laser Jet M551dn #CF082A#BGJ with HP Laser Jet Enterprise 5700dn. Desktop wireless printer color, up to 45 ppm. Monthly printouts 10,000.
- It was asked if this printer has duplexing capabilities. Patrick informed the committee that “DN” denotes duplexing capabilities.
- Erik made a motion to accept this as the new standard. Javier seconded the motion. All were in favor. Motion carried.
- The new printer standards will be put in place.
- Javier has been cleaning up the printer listings. Removed old printers now only showing printers purchased from Covid time moving forward. A column was added to include the price paid and the month and year of the last purchase.
- Moving forward, we will update model numbers, price and when last purchased to help provide more up to date and reliable information. Also looking to include a link to the HP fact page to help in providing more in-depth information.

SMART CLASSROOM UPDATE/DISCUSSION

- GST finishing AP 11, only working on programming. Also working on AP 12A & 12B.
- FA 133 & 134 are scheduled to have HyFlex functionality work done there during Spring break.
- WD 14 is getting PO cut, but work is not scheduled yet.
- Will be working in PST 133. Not becoming HyFlex just getting classroom up to digital standards.
- Walked through many classrooms, obtained quotes. Once quotes come back, we will discuss some items which can be moved forward. We have some Covid funds remaining for this. Working to get more HyFlex classrooms.
- May be ordering equipment within this fiscal year but may be installed next fiscal year.
- If people have suggestions/recommendations on HyFlex rooms, let us know and we will look to see if/what we can get done.
- The Digital Learning Committee was also advised to provide suggestions/recommendations. They will discuss and advise.
- Trying to move forward with as many as possible.
- Javier provided the following link to a listing created by CTX of current HyFlex rooms.
https://www.cerritos.edu/ic/includes/docs/HyFlex_Classrooms_Guide_Jan2024_ua.pdf

CONFERENCE ROOM UPDATE

- Javier informed the committee that there are TVs in the warehouse we haven't taken delivery of yet because of the rain. The distribution is as follows: 1- Public Affairs, 1- one of the VP offices, 1- Team Room and 1 more for another area (couldn't recall now).
- Mounts were received and work orders submitted to install them.
- As mentioned in the previous meeting, approximately 10 signage devices are done.

CLOUD STORAGE

- On going and continuing to encourage faculty and staff to move to One Drive.
- Will continue as an ongoing item.

WI-FI UPDATE

- Finished adding Wi-Fi to existing classrooms. Every classroom should have at least 1 access point. Some bigger classrooms such as lecture halls have up to 4.
- Still working on quotes to heat map the campus to see where we might be lacking on coverage.
- Also as mentioned at previous meeting, looking to add some Wi-Fi to blue polls on campus.
- Now that Wi-Fi is in the cloud, we haven't seen the issues that were occurring at the end of last semester. Back to more normal and better speeds.
- Additional Wi-Fi should be giving better coverage in the classroom.
- Aemiro stated that the Senate has continued questions and complaints about not having Wi-Fi here and there.
 - Patrick stated to please have the Senate let us know. We cannot help if there are only discussions and complaints made at the Senate and not relaying issues to IT. Also, be sure to report current issues and not past issues.
 - Aemiro will remind people to let him know so he can bring issues to the table but even better, need to put in IT tickets for issues.
- Nick suggested the exploration of banning some sites such as Netflix or sites that take up a lot of data and provide no educational value so that things such as meetings and emails get priority. Is there a way to assign some priority?
 - Patrick stated that lower bandwidth has been given to certain items.
 - Also noted that has heard that faculty do use Netflix and other sites to teach. Try to encourage the use of network ports if utilizing such things.
- Randy asked if could go back to ASCC and report that bugs are fixed.
 - Patrick said yes.
 - Randy also brought up MCIS building Wi-Fi being hit or miss or sometimes being dropped.
 - Patrick advised that it is best to report when an issue is happening. On occasion, they need a "reboot", but we have not received complaints about MCIS building.
- Michelle stated a colleague gave a quiz or test to students on their own devices. It worked for some and not others. The problem seemed to be this colleague uses a lot of images- they were downloading for some and not others.
 - Patrick stated it could be a mixture of issues, the devices themselves, the age of the device(s), type of speed they are connecting, if big room of people are connecting to the same site at the same time, that can create issues and can cause slowdowns.

- Erik reminded the committee that having students utilizing their own devices is not providing equity for students. We have computer labs that go highly unused that are available and provide equity for students across the board, all have same resources and opportunity for success.
- Michelle stated issue with that is, in her department, they may have up to 120 students per class but has and will continue to encourage computer lab use.

IT MASTER PLAN

No updates. Wi-Fi continues to be a big item and will continue to move forward.

ITEMS FROM THE FLOOR

Nothing from the floor.

NEXT MEETING:

- 03/08/2024 at 9:00 am

ADJOURNMENT:

- 9:30 am