

**CERRITOS COMMUNITY COLLEGE DISTRICT
INFORMATION TECHNOLOGY
IT STANDARDS MEETING
January 12, 2024**

DATE: January 12, 2024

LOCATION: MP 208A & Zoom

QUORUM MET: Yes

MEETING TIME: 9:03 AM

COMMITTEE MEMBERS PRESENT:

1. Patrick O'Donnell
2. Javier Banuelos
3. Andrew Maz
4. Erik Duane
5. Josphe Cervantes
6. Lui Amador
7. Mayra Radillo
8. Michele Kingston
9. Michelle Stieber
10. Nick Real
11. Shannon Estrada

COMMITTEE MEMBERS ABSENT:

1. Aemiro Beyene

GUESTS:

1. Sammy Hernandez

MINUTES:

- Motion to approve 12/08/2023 meeting minutes with change of room location to MP 208.
Michele Kingston (1)/Erik Duane (2)
Motion carries with 8 yes/0 no/1 abstention

SMART CLASSROOM UPDATE/DISCUSSION

- Science 103 upgraded during Christmas break. Now HyFlex classroom. One component with issue is being resolved this morning.
- Science 201/202 getting new projectors and screens put in.

- Conference Center is being worked on by GST to get video wall up and working. In process of AV system revamp as components died over Covid. It should be done by the end of the month.
- Student Center replacing microphone system and adding screen and projector by main stage. Should relieve media services from having to bring portable devices for use. Should be working in the next couple of weeks.
- Auto Partners 11, 12A & 12B are on the list to become HyFlex classrooms.
- Fine Arts auditorium will be modified to have more HyFlex capabilities adding cameras and maybe microphones. Work should start during spring break.
- Woodworking 14 has order in to make HyFlex.
- PST and Physics will also have work done during either spring break or early summer.
- Based on feedback from faculty using HyFlex, we have changed out monitor mounts, monitors more separate.
- Smart classrooms will remain as ongoing item.

CONFERENCE ROOM UPDATE

Provided under Smart Classroom Update/Discussion

CLOUD STORAGE

- Trying to work with departments to get them off local DFS (department storage) and move things to Teams/SharePoint. Have more storage that way and gives us more control security wise, also robust backup.
- Discourage people from storing things on Google Drive and we have no way to back that up.
- Can retrieve accidentally deleted items from Teams. All Javier needs is the name of the Team and a date and can restore where it was.
- Need to do bigger push to try and eliminate Z drives. This would allow the elimination of the extra servers. Push to move to the cloud.

WI-FI UPDATE

- All Wi-Fi access points are now controlled by the cloud. Prior to this move after fall finals, there seemed to be issues with speed and connectivity.
- MCIS and FA are still being worked on but the rest of the buildings on campus, every classroom, should have at least 1 access point. Have team working in MCIS and FA today.
- More access points on order to cover some that were missed. Once those are put in, that phase will be done.
- Next phase will be to do a campus walk, heat map, of campus to get recommendations and see dead zones.
- In speaking with EVP Lopez, there is discussion about adding access points to blue poles.
- As student housing moves along, will be looking at some bigger projects to add more such as soccer field and on the solar panel poles (in parking lot).
- For faculty that utilize computer connection with their curriculum, we have computer labs on campus that can be utilized. These can help prevent barriers to their education. Students all have access to the computer lab. Ask your division regarding scheduling use.
- Will keep Wi-Fi updates on list as there will be more coming and always looking to improve.

- EVP Lopez mentioned that IT will be part of all user group meetings for all new buildings and projects to make sure we are covering and anticipating needs.

IT MASTER PLAN

No updates.

ITEMS FROM THE FLOOR

- Javier has been working on digital signage. Working on getting campus up and running again. Small computers that were powering signage were being stolen. Now being replaced with hand sized POE Zoom boxes. Only require HDMI and ethernet. All signage is now done through Zoom.
- Michelle Stieber mentioned colleagues have said that HyFlex equipment takes away whiteboard space because of two screens. They do like the screens for students to see things and have different displays.
 - Patrick noted that both screens do not need to be in use and have a whiteboard camera.
 - Javier stated he has been helping some folks and the two arms are articulating and demonstrated how can be moved out of the way.

NEXT MEETING:

- 02/09/2024 at 9:00 am

ADJOURNMENT:

- 9:31 am