CERRITOS COMMUNITY COLLEGE DISTRICT
INFORMATION TECHNOLOGY
IT STANDARDS MEETING
December 8, 2023

DATE: December 8, 2023

LOCATION: MP109 & Zoom

QUORUM MET: Yes

MEETING TIME: 10:01 AM

COMMITTEE MEMBERS PRESENT
1. **Patrick O'Donnell**
2. **Javier Banuelos**
3. **Michele Kingston**
4. **Erik Duane**
5. **Joseph Cervantes**
6. **Nick Real**
7. **Mayra Radillo**

COMMITTEE MEMBERS ABSENT
1. Luisito Amador
2. Aemiro Beyene
3. Michelle Stieber
4. Andrew Maz
5. Shannon Estrada
6. Randy Diaz

GUESTS
1. Frank Mixson
2. Amber Hroch
3. Victoria Vaja
4. Sammy Hernandez

MINUTES
- Motion to approve 10/13/23 meeting minutes.
  Minutes were approved.
  Erik Duane (1) / Joseph Cervantes (2)
  The motion carries with 7 yes/0 no/0 abstention.

KPI Presentation was presented by Frank Mixson and Amber Hroch

Information Technology Standards 2023 - 2024 Committee Goals

1) Recommends policies and procedures governing the implementation and use of college technology

2) Recommends standards for hardware and peripherals that are compatible with our software standards.

3) Reviews and updates software standards.

4) Work with IERPG to conduct Campus Technology Survey.

5) Implement Phase 1 of IT Master Plan.

6) Make recommendations to departments/divisions for computer equipment and peripherals.

7) Work with DE Coordinators and Distance Learning Committee to expand HyFlex standard.

8) Assist the college in developing and/or maintaining the Technology Master Plan

9) Monitors trends and practices on issues within the committee's scope and communicates them to the College.
   - Motion to approve Information Technology Standards 2023 - 2024 Committee Goals.
     Goal was approved.
     Erik Duane (1) / Mayra Radillo (2)
     The motion carries with 7 yes/0 no/0 abstention.

SMART CLASSROOM DISCUSSION
- Patrick let the committee know Science 103 was next to be upgraded after Finals. Other rooms are in the planning stages or waiting on equipment.

CONFERENCE ROOM UPDATE
- Javier doesn't have an update today.

CLOUD STORAGE
- In the new year IT will be doing a campaign to get people off of department shares and their 'z' drives and move to OneDrive.

UPDATE ON THE IT MASTER PLAN
- There is currently no update to the IT Master Plan.
- IT is currently working on a multiphase Wi-Fi project to improve performance.
  - Phase 1 is to add more wireless access points across campus so that each classroom has at least one access point in each classroom and that project is one of the items recommended in the IT master plan. We are in the process of finishing installing access points in
    - Science
    - Multi Purpose
    - Math CIS
    - Fine Arts
  - Phase 2 is to install the new firmware on the Wi-Fi access points which has been completed.

- Phase 3 is to move all of Wi-Fi access points to be cloud managed.
- Phase 4 is to do a campus Wi-Fi heatmap and find any dead zones.

ITEMS FROM THE FLOOR
- No items from the floor were presented.

NEXT MEETING DATE
- 1/12/24 9:00 AM

ADJOURNMENT
- Adjourned at 9:31 AM.