CERRITOS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY STANDARDS MEETING
APPROVED April 11, 2014

PRESENT: Lee Krichmar   Erik Duane

                  Patrick O'Donnell   Maricela Pedroza

                  Carlos Mera   James Byun (Amiro Beyne)

                  David Boss   Patrick Legaspi

                  Carl Bengston

ABSENT: Terri Lopez, Pilar Mata, Raquel Ramirez, Kenny Lou

1. CALL TO ORDER

Lee called the meeting to order at 9:03 am.

2. APPROVAL OF MINUTES

Carlos Mera made a motion to approve the March 14th minutes and it was seconded by Maricela Pedroza. The minutes were approved, with no changes and (2) abstentions.

3. INFORMATION TECHNOLOGY STANDARDS DISCUSSION

Lee Krichmar opened the meeting by asking the group to review and consider approving the Information Technology Construction Standards. Lee asked Mario Morales to present to the committee about the very detailed construction standards so that the group has a better understanding as to what they entail. Mario showed the construction standards web page, on the projector, while explaining it's contents and purposes in detail. He also demonstrated a few of the "Links" on the web page while giving additional information on the purposes of each. Mario said, "If these standards were not in place when we go out for bids on any new construction and/or renovation plans, we would receive below par products from outside vendors." Mario keeps up with, and notates, industry standards throughout the standards page. He allowed questions from the committee members which went into a discussion on several areas of the standards. Lee asked the group if there were any other questions before taking a vote. She then stated that the requirements were approved unanimously by the Information Technology Standards Committee. The committee members carefully reviewed the items that Mario presented and appreciated the detailed online documentation that was provided.

Lee moved on to the subject matter of, "Digital Signage". She asked Patrick O'Donnell to give the latest information on the subject to the committee. Patrick spoke to the topic with the latest information that he had on it. Lee added that she will include this item on the next I.T. Standards meeting.

Lee went on to discuss "Survey Results" from the past March Information Technology Standards meeting. She made the suggestion of including a Web Cam on campus podiums for Skype meetings within a future standard. She said that it would be a good idea in the way of cost in that, it is cheaper to have it included on the computers that we currently purchase. The "All-in-one's" are available with the Web Cam at no extra cost. One of the survey comments suggested that we use wireless keyboards and mice for faculty and staff PC's. This idea was rejected by several people attending the meeting due to a higher cost in battery replacement and the high theft factor on untethered equipment. Additional comments from the survey were discussed in the meeting. Math Instructor, Amiro Beyne, sitting in for James Byun, mentioned that he is having a problem with Windows 8 when using a program called, "Latex Software" for his math classes. A discussion took place on the communication factor of computer software replacement processes. Lee asked the committee if they thought there were any changes from the survey suggestions that should be implemented. No changes were made.

A conversation took place on the "HelpDesk" ticket process. Patrick elaborated on the process that has been put in place and it's effectiveness as well as positive results since it's implementation.

Lee asked the group if they had any further questions.

4. NEXT MEETING

The next scheduled IT Standards meeting is May 9th, 2014 at 9:00 am.

5. ADJOURNMENT

The meeting was adjourned at 10:00 am.