

**CERRITOS COMMUNITY COLLEGE  
INFORMATION TECHNOLOGY STANDARDS MEETING  
APPROVED April 10, 2015**

<b>PRESENT:</b>	Patrick O'Donnell	Maricela Pedroza
	Vince Orton	Erik Duane
	David Boss	Patrick Legaspi
	James Byun	Kenny Lou
	Patty George	Terri Lopez
	Carlos Mera	
<b>GUEST:</b>	Mayra Radillo	
<b>ABSENT:</b>	Enrique Hernandez	

**1. CALL TO ORDER**

Patrick called the meeting to order at 9:07 am.

**2. APPROVAL OF MINUTES**

Maricela Pedroza made a motion to approve the February 6th minutes and it was seconded by David Boss. The minutes were approved without corrections or abstentions.

**3. INFORMATION TECHNOLOGY STANDARDS DISCUSSION**

Patrick O'Donnell opened the meeting with an update on discontinued Hewlett Packard laser printers and his suggestion for replacements. He stated that the HP LaserJet P1606dn will be discontinued and replaced by the HP LaserJet Pro M201dw printer. Patrick said that it is a much better printer and costs a little less than the P1606dn. Carlos Mera asked if it is equipped with Ethernet, Patrick said yes. Patrick continued answering questions from the committee members. A motion to approve the replacement of the HP LaserJet P1606dn printer with HP LaserJet Pro M201dw printer was made by Carlos Mera, and seconded by Erik Duane. All were in favor. Patrick moved forward to discuss another discontinued/replacement printer. The HP LaserJet Pro 200 color printer M251nw will be replaced by the HP Color LaserJet Pro M252dw. He stated that there were some slight differences but overall he is satisfied with the replacement option. A motion to approve was made by Vince Orton and seconded by David Boss. All approved the new printer replacement.

Patrick mentioned that the presentation on the "508 Compliance" topic would be reschedule for next months meeting. We moved on to discuss "Office 365" with the committee members. Patrick told the committee that we have been testing this product over the last month and that things are going very well with it. He said that "Office 365" can be installed on a total of 5 of your own personal devices. He also informed the group that there is no additional cost to the campus for this product. We don't have the

ability to give access to students at this time, Faculty and Staff only. Patrick said that he will work with the CTX to provide training to Faculty and Staff. He went on to give a demonstration of how to utilize the "Office 365" product. Patrick proceeded to answer any questions that the committee members had regarding "Office 365". Erik Duane added that Microsoft has a very robust training feature. A suggestion was made to have/give a class.

Patrick proceeded to discuss "Digital Signage" on campus. He stated that we need to update our information on the Information Technology web-site. He said that with the implementation of Risevision Software, we have the ability to take over all screen displays across campus in the event of needing to broadcast an emergency alert. Also, the current I.T. Standard for television monitors is to use either Sharp or NEC. Patrick discussed the differences between the two devices. He said that we have received positive feedback on both of the brands from our end users. They have been able to make changes to the content themselves easily. There was a discussion about using a Cloud based program for better control over the system and its contents. Patrick asked for a motion to approve the Sharp and NEC monitors. Vince made the motion to approve and it was seconded by Carlos Mera.

Patrick moved on to discuss the Podium Survey. The survey, previously run, in the Daily Falcon only gave 35 responses. He sent out an email to the campus and now we have approximately 200 responses so far.

"Strategic Goals" was the next topic of discussion. Patrick said that we have completed all standards for 2.1 and gave the committee members an update on the remaining standards. Patrick will report to Dr. Lacy on May 1st with feedback on additional items to add to the "Strategic Goals" based on suggestions from committee members.

Carlos Mera asked if we have a back up plan for any possibility of projector failure scenarios especially in the PST building so as to avoid any down instructor teaching time. Patrick said that we have four back up projectors currently that will work in the PST classrooms. Information Technology is working toward getting the programming for those classrooms so that we can replace those projectors with our current standard in the the future. He said, "We would do whatever we would need to do to get the classroom back up".

Patrick asked if there were any questions or any items to add to the next agenda. No responses were given.

#### **4. NEXT MEETING**

The next scheduled IT Standards meeting is May 15, 2015 at 9:00 am in SS-16.

#### **5. ADJOURNMENT**

The meeting was adjourned at 10:03 am.

[IT Standards Minutes.aspx](#)