

**CERRITOS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY STANDARDS MEETING
APPROVED December 13, 2013**

PRESENT: Lee Krichmar Erik Duane
Patrick O'Donnell Patrick Legaspi, (Mario Morales)
Carlos Mera Maricela Pedroza
Carl Bengston

ABSENT: Terri Lopez, Pilar Mata, David Boss, James Byun, Kenny Lou, Raquel Ramirez

GUEST: Vince Orton

1. CALL TO ORDER

Lee called the meeting to order at 9:11 am.

2. APPROVAL OF MINUTES

Patrick O'Donnell made a motion to approve the November 8th minutes and it was seconded by Carlos Mera. The minutes were approved with no changes.

3. INFORMATION TECHNOLOGY STANDARDS DISCUSSION

Lee Krichmar opened the meeting by requesting to have a discussion on the Annual Information Technology Unit Plan packet, which each member had in front of them. Lee reviewed the Information Technology Goals and explained that the Goals were given to us, not created by us. She explained how the Goals fit into the Unit Plans. Lee reported to the Committee members some of the data graphs within the report. One thousand eighty six PC's have merged over to Windows 8, which is 43% of all PC's on campus. The year 2013 is down by 2.4 days on Helpdesk tickets. She gave compliments to Patrick O'Donnell for achieving these numbers. Patrick explained the "Email" graphs on page 5 of the same report. These graphs were informational on the inbound/outbound data of weekly emails across campus. Lee asked the Committee members to open to page 17 of the Information Technology Master Plan report. She talked about the Wi-Fi upgrades, statistics on the Helpdesk tickets, and the numbers on traffic to the "My Cerritos" page in comparison to prior years, which shows progress. Lee also addressed the details and information on MIS reporting. She asked Carl Bengston to browse the areas pertaining to "Sakai". The Accreditation Committee visits Cerritos College on March 6, 2014 and she would appreciate feedback from Carl on that topic. Maricela Pedroza asked about Appendix B, on page 50 which shows statistics numbers. The members discussed the way the report should be read to make sense of the numbers.

Lee asked Patrick to report on prototypes of tablets. Patrick went over some of the changes, issues, and feedback on all aspects of the tablets that he has received thus far. Patrick said that responsibility for connections to podiums are up to the division areas

to acquire the dongles needed. The dongles have many variations which makes it difficult to supply and/or support for all podiums across campus. Also, they would be too costly for Information Technology to supply. Lee gave an update on podium furniture and CE-3. The new podiums in the new LA/DSPS Building will look very similar CE-3 layout. The timing has required the Facilities Department to move forward on ordering the new custom podiums, or they would not be able to meet their established deadlines. Lee brought up the web page and showed the group the website page for blueprints across campus. The page shows icons for "Wi-Fi" and "Smart" rooms. Carlos Mera gave updated information on location of "Wi-Fi" in the Physical Science and Technology building. Lee agreed to continue updating the details on the blueprints in order to improve the accuracy.

4. NEXT MEETING

The next scheduled IT Standards meeting is January 10th, 2014 at 9:00 am.

5. ADJOURNMENT

The meeting was adjourned at 9:44 am.