CERRITOS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY STANDARDS MEETING
December 14, 2012

PRESENT: Lee Krichmar   Maricela Pedroza

Terrie Lopez   Mario Morales

Carlos Mera   Lamont Freeman

Patrick O'Donnell   Bernice Watson

Kenny Lou   James Byun

ABSENT: Israel Cruz   Carl Bengston

Jack Wilson

GUEST: Michele Kingston

1. CALL TO ORDER

Lee called the meeting to order at 9:15 am.

2. APPROVAL OF MINUTES

Maricela motioned to approve the November 9th minutes and it was seconded by Terrie with no changes.

3. INFORMATION TECHNOLOGY STANDARDS DISCUSSION

Lee opened the meeting with a demonstration of **Microsoft Office 2013** with a focus on WORD, OUTLOOK, POWERPOINT, and EXCEL. She highlighted some of the new features while doing a live demonstration.

Lee also played a couple of training videos of Office 2013 via YouTube and showed that there aren't a huge amount of changes but that the new features are really nice. She pointed out a feature on the Outlook calendar that she finds to be very useful. Amparo Atherton is committed to do some training on Windows 8 and Office 2013. Lee feels very positive about it and is very comfortable with using Windows 8 and Office 2013 on ePodiums. We will be distributing a quick tips sheet soon that will help new users with ease of use. We are hoping that training for faculty will be happening in David Bettancourt's area sometime soon.

Lee mentioned that Patrick O'Donnell added, "Upgrade to Windows 8 and Office 13", when users are creating a HelpDesk ticket. Carlos Mera requested to keep Office 10 on his desk computer, in addition to adding the new Office 13. Lee assured Carlos that both versions of Office can reside on the same PC. Carlos expressed concern of Office 2013 on podiums in lecture halls because some faculty handouts refer to specific versions within the software. Terrie said that she is enjoying her upgrade to Office 2013 and Windows 8. Patrick and Lee both spoke about notifying users across campus about Office 2013. Carlos requested that the faculty be given a warning of the new product, and the group agreed that this was important. Something will be placed in the Daily Falcon. James Byun, via phone, asked if there were any problems with compatibility. Lee said, "No". She said that Microsoft seems to have got it all worked out this time. James was concerned about compatibility with one of the software programs that his department uses. Lee told him that we will do our best to make sure that this goes smoothly. But, the software they are using is not on maintenance so we can't legally download the latest version that is compatible with Windows 8. Lee suggested that James work with Carolyn to purchase a copy of the current software that they need and she asked James to open a HelpDesk ticket when he was ready.

Lee moved on to I.T. Standard topics and one of them was to discuss ePodiums and the other was Digital Signage. She suggested that we move Digital Signage to the January meeting since the NEC display in the LRC was not setup completely. The group then went to the new Business Education Building to view the new podium furniture. Lee told Kenny Lou, (phone), and James, (phone), to feel free to go by and view the rooms, at their convenience, next time they are on campus. The group moved to Business Education room 122 to view the new furniture and equipment. Bernice Watson showed how the control panel is used, the "Help" button feature, and how to use the cables for hooking up external equipment. Lee stated that room 122 was just recently set up and the remaining rooms will be completed soon. The group discussed the pro's and con's of the new epodiums so that the sub-committee members could share their feedback regarding the furniture. Overall, the equipment is much nicer than before.

4. NEXT MEETING

The next scheduled IT Standards meeting is for January 11, 2013. Audio conference information will be made available for call-in attendance.

5. ADJOURNMENT

The meeting adjourned at 10:10 am.