CERRITOS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY STANDARDS MEETING
January 11, 2013

PRESENT:

Lee Krichmar	Maricela Pedroza
Carl Bengston	Mario Morales
Carlos Mera	Michele Kingston
Patrick O'Donnell	Bernice Watson
James Byun	

ABSENT:

Israel Cruz	Lamont Freeman
Jack Wilson	Kenny Lou
Terri Lopez	

GUEST:

1. CALL TO ORDER

Lee called the meeting to order at 9:06 am.

2. APPROVAL OF MINUTES

Carlos Mera made a motion to approve the December 14th minutes and it was seconded by Mario Morales, with no changes.

3. INFORMATION TECHNOLOGY STANDARDS DISCUSSION

Lee opened the meeting with a discussion on current IT Standards and handed out a proposed itemized list for our current desktop PC. She mentioned that she would like to make two minor changes to the HP 8300 computer that we standardize on. 1) We purchase the Window 8 OS on all new PC purchases, and 2) We purchase the new keyboard that has a Windows 8 key on it. Neither of these two items change the price. Due to our Microsoft campus agreement, we can choose to downgrade our Windows 8 license to Windows 7, or any older supported OS Microsoft offers. Lee suggests to purchase the higher version, just in case we don't renew or they don't offer a Microsoft campus agreement sometime in the future. No one on the committee objected to these two changes, so Lee will work with HP to get this done.

Lee provided a handout to the committee and asked them to review the copy of the ePodium survey that will be running in the Daily Falcon next week. She spoke of her hopes of how this survey will be used. Lee already showed the IT Standards Committee members the podium furniture in person, but she suggested that the campus members that take the survey also take a look at the podiums in person. It is the best way to make

an informed opinion. The subcommittee that is working on the podium standardization will share the survey results with this committee in the near future.

Carlos Mera mentioned a recent problem that he is noticing in smart classrooms; he is finding that there have been missing batteries in keyboards. Lee stated that, per Brian Reece, Media Services will be providing replacement batteries for wireless keyboards/mice. Lee discussed the pro's and con's regarding wireless keyboards/mice, which was also included on the survey, and the committee concluded that the pro's for wireless outweighed the con's. James Byun, via phone, asked what the range and KB are of the wireless mouse which is behind the computer. Patrick said that you won't be able to walk around the room with them. Also, they are not Bluetooth, which would give you extra distance.

Lee presented the committee with a packet of information on Windows 8, which could be used in the training of faculty and staff. She informed us that this will also be on the Daily Falcon starting next week. This is a cheat sheet, which Michele Kingston put together to quickly assist anyone in the transition to Windows 8. Lee mentioned that Amparo Atherton would probably create a much more comprehensive tool for training, but this would be excellent in the meantime. The group continued to discuss some of the new features in Windows 8. Patrick and Lee agreed that "fresh" install was preferred over an upgrade. Patrick also reiterated that new computer replacements will come with Windows 8 unless the user does not want it. The user can request to opt out of Windows 8. Michele has had many requests coming in from her users to upgrade to Windows 8. We have had a good response due to positive feedback from word of mouth.

Lee provided a handout with the current Wi-Fi coverage map and showed the group the
 icon which can be found on the IT homepage. She told us that if we click this icon it will take us to the Wi-Fi Network Coverage map. She told us that we will be increasing spots for students use as well. Lee had previously met with Israel Cruz and they took a walk around campus where he provided valuable information regarding some areas that were important locations for the students. Lee shared the latest update on Wi-Fi with the committee: Cerritos College allocated $20,000 in January to upgrade and expand Wi-Fi on campus. We just replaced SIX of the access points in the library because they were five year old technology and that is where we have our greatest quantity of students using Wi-Fi. We are seeing faster connection speeds for our students already. The Wi-Fi expansion will also include **outdoor student study areas**. We are currently planning for four locations: 1) The "hill" behind Burnight Center, 2) the seating area near the Elbow Room, 3) the seating area on the east side of the Health Science building, 4) and the 2nd floor patio on the north side of the LRC. We are planning to have the Wi-Fi in these four areas available by February 2013. We received student input regarding locations from the Information Technology Commissioner within student government, who participates on our Information Technology Standards Committee. We expect to allocate additional bond funds to greatly expand our Wi-Fi infrastructure across campus, but that project will take some time to plan, bid, and implement.

 Lee moved on to Item "C" on the agenda; Digital Signage in LRC. The group moved to the Learning Resource Center to view its new NEC signage. It currently has a 65 in. screen upon entering, which is mounted on a portable cart and displays web pages for students' use. This screen can also be used for closed captioning in classrooms and/or

special events. It has an embedded computer installed directly into the back of the display. Bernice informed the committee that the gymnasium will have a couple of screens installed in the near future. Content responsibility would still have to be decided. Patrick mentioned that each unit uses a Microsoft operating system. Comments were made as to how nice the display and the stand were. They then viewed two other monitors further in the L.R.C. (in front of the Macintosh Labs), which were also very nice.

4. NEXT MEETING

The next scheduled IT Standards meeting is for February 8, 2013. Audio conference information will be made available for call-in attendance

5. ADJOURNMENT

The meeting adjourned at 9:50 am.