

**CERRITOS COMMUNITY COLLEGE  
INFORMATION TECHNOLOGY STANDARDS MEETING  
November 9, 2012**

<b>PRESENT:</b>	Lee Krichmar	Maricela Pedroza
	Terrie Lopez	Carl Bengston
	Carlos Mera	Lamont Freeman
	Israel Cruz	Bernice Watson

<b>ABSENT:</b>	Patrick O'Donnell	Kenny Lou
	Jack Wilson	James Byun
	Mario Morales	

**GUEST:** Mario Bermudez

**1. CALL TO ORDER**

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

**2. APPROVAL OF MINUTES**

Vikki motioned to approve the October 12th minutes and it was seconded by Maricela with no changes.

**3. INFORMATION TECHNOLOGY STANDARDS DISCUSSION**

Lee opened the meeting with a request to discuss current Information Technology Standards. Listed for discussion were the ePodiums, which is the piece of furniture that sits in front of the instructional classroom that contains the AV and IT equipment for the instructor during their lectures. We are currently in the process of remodeling the Physical Science building, which will become the new Business Education building. Instruction will commence in January in the new location. As part of the remodel, there will be new ePodiums. In addition, there is a new board goal that was created for setting a standard that includes this piece of furniture, which will be a board goal for multiple areas to work together: Information Technology, Facilities, Purchasing, and Media Services. However, for the time frame for the Business Education remodel we couldn't meet the deadline to set the standards and get the new podium furniture installed in November. The podiums that are going to be in there are going to be "unique", they are not necessarily going to be under the new standard that we are going to establish. It would be valuable to look at them to see if there is something that we can learn and/or improve on from them as a prototype. At the last meeting we agreed to establish a sub-committee off of this group with some of the IT Standard committee participants and we have a pretty large group of people that are participating in this "Furniture Standards" sub-committee. Aside from the Information Technology Standards Committee members our Dean of Liberal Arts Division, David Fabish, is going to be sitting on that because the first large purchase off of

this new standard will be the new Liberal Arts building. Dr. Joanna Schilling, our new Vice President of Academic Affairs will be participating on that committee, and Bryan Reece, who's in charge of Media Services. David Moore will be sitting on the committee as the Director of Facilities, since he is responsible for the future buildings. The remaining committee members are those that sit on the Information Technology Standards committee. We had one committee meeting and just did some brain storming. Not everyone was able to be there but most people were. The second meeting will be on November 15<sup>th</sup> at 11:00. It will take place in the Business Education building to actually look at one of the new podiums that were purchased for that area. Then we can review the new furniture and use it as a starting point for discussion. The sub-committee participants are James Byun, Tom Chu, David Fabish, Rick Miranda, Mario Morales, Patrick O'Donnell, Dr. Joanna Schilling, Bernice Watson, David Moore, and Lee Krichmar. Carlos Mera also participated. If anybody else would like to go over there to look at the podiums at that particular date and time you are more than welcome. As we progress Lee will keep the IT Standards Committee informed. Bernice stated that the A.V. installation in the new BE building isn't supposed to be done until the 21<sup>st</sup> of November.

Lee mentions that the ePodiums are going to create a large discussion, not just for that particular furniture, but for discussion around technology in the use of the classroom. One of the things that was brought up is including Wi-Fi, and trying to give faculty the ability to use iPads, or any flavor of tablet, to be able to communicate with projectors, and/or, moving away from projectors to flat panel monitors. Lee will report back after every meeting. Carl asked if the rooms in the Business Education building are going to be the standard set-up with a projector, basically what we have now. Bernice said yes except for that we've moved from an analog type connection to a digital connection, which is a giant step for them. It will be tied into the campus wide monitoring system and Lee stated that we are committed to provide support for that. The remodeling actually looks nice in comparison to how the rooms looked before. We are going to cable those buildings up with many more network ports and just the improvements on quantity of network ports and the electricity to support the computers in those labs is very significant. So it will be nice, all the furniture is going to be new, all the screens, projectors and all the A.V. equipment is new, and the podium is new. It will be a nice improvement. There is a lot of work left to do on the epodiums. Lee opened up the discussion to the group regarding the technology, flat panels, projectors, Wi-Fi, etc. If anybody has anything to add for those that are going to be representing at the sub-committee please let us know. We want a basic standard or two and then we can build on that. Discussions in facilities planning are already taking place for the Fine Arts Complex and the Math Computer Information Systems. These sorts of things are going to be designed into these new buildings. This is the forum to provide input, if you have any, on those sorts of technologies. Liberal Arts is the biggest implementation of LED's in the classrooms. Bernice asked if Lee was referring to the flat panels. Lee pointed out that she was referring to the mobile carts that can be rolled around to the classrooms. Bernice agreed with Lee that the size of the displays is 65". Lee informed that group that although this sounds big, in a room with 40 students, they dwarf. Bernice mentions that you have to base it on viewing distance. Lee asked if there are any plans to implement these into the LRC model. Mario Bermudez asked for additional information on the set up and if it is Wi-Di capable. Lee stated that Wi-Di can be added. Bernice stated that we can purchase both Wi-Di as well as Apple TV. (Wi-Di for Android devices and Apple TV for Apple devices.) Additional conversation took place regarding best/easiest ways possible to implement the process. Bernice Watson said that there is Wi-Fi for this. Lee mentioned that the Business Education building would be a good test location for this

project. Wi-Fi access point, adapter could be purchased and installed into several rooms because network ports have been added into the ceiling as part of the remodel.

Israel Cruz talked about Windows 8. Can we have this installed in the Liberal Arts building CIS labs? (LA3 and LA5) Lee suggested that he instructor and ask that it be installed. If the instructor wants to move forward with Windows 8 then they will contact the IT helpdesk. She also mentioned that we are currently installing Windows 8 around the campus and already have it on a dozen locations so far. Some of the people were transitioning to new computers so a couple of people we held off upgrading the old PC because we are going to get them a new computer anyway so we may as well wait to give them Windows 8 at that time.

Lee mentioned that we have also received a test version of Office Suite 2013. During the install of the new version of Office, it didn't offer as many options and/or choices. It did allow two versions of Outlook and there didn't seem to be any initial problems. Two versions of Word, and Excel; both versions seemed fine. Overall, Lee was happy with the product. Outlook has some positive color changes; she hasn't run into any problems with it.

Bernice asked about "Digital Signage" and a discussion took place. Bernice then asked about NEC's. Lee stated that she would like to add this topic to the next agenda, and would like to go visit any new installs on our next meeting. The group responded with a resounding "yes." Bernice asked if a standard could be established with NEC and Lee stated "yes" and that we can look at any other options too. Lee told the group that we will be reviewing standards on digital signage.

Carl Bengston asked if we could have a demo of Office Suite 2013 and Lee said that that would be a very good idea; we will add that to the next. Bernice Watson asked if we were aware of any problems with it. Video resolution is important; you can't visit the Microsoft Store unless you meet their minimum requirements. No other issues were known at this time.

Lee asked if there were any other questions. There were none.

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

The next scheduled IT Standards meeting is for December 14, 2012. Audio conference information will be made available for call-in attendance.

#### **5. ADJOURNMENT**

The meeting adjourned at 9:48 am.