CERRITOS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY STANDARDS MEETING
APPROVED September 12, 2014

PRESENT:

Lee Krichmar	Erik Duane (Michele Kingston)
Patrick O'Donnell	Maricela Pedroza
Carlos Mera	David Boss
Terri Lopez	Kenny Lou
James Byun	Patrick Legaspi
Carl Bengston	Patty George (Pilar Mata)

ABSENT: Enrique Hernandez

1. CALL TO ORDER

Lee called the meeting to order at 9:03 am.

2. APPROVAL OF MINUTES

Carlos Mera made a motion to approve the August 15th minutes and it was seconded by Terri Lopez. The minutes were approved, with no changes and one abstention.

3. INFORMATION TECHNOLOGY STANDARDS DISCUSSION

Lee Krichmar opened the meeting by introducing and welcoming Patty George, Mathematics Instructor, Science Engineering and Math Division, as the replacement to Pilar Mata, as the newest faculty representative. Lee informed Patty and the committee about the option to call-in to participate in our IT Standards meetings.

Lee provided several handouts to review the pricing and compare the existing PC desktop standard with a proposed PC desktop standard with one modification: replacing the DVD burner with a blu-ray player/DVD burner. It would cost us $52. to make this upgrade. Lee suggests we only use this option for our podium PC's and not any other standard PC on campus. When we purchase the new podium PC's for the new buildings, she recommends blu-ray, which will provide faculty with more flexibility. She explained that eventually computers will have blu-ray drives as a standard when you purchase a computer. This will drive down the pricing on the blu-ray drives. The committee members agreed. Lee and Patrick think that we would possibly transition the old DVD and Blue Ray players to the new built in models. But, we would not immediately do away with the external blu-ray players immediately. A discussion took place with many giving feedback and suggestions as to the pros and cons of this matter. They also gave suggestions on how best to implement the transition. Lee suggested that a survey be used to find out what the needs are for the DVD and the blu-ray players. Patrick mentioned that if we run into a problem within the A/V rack, that we might need to eliminate the external blu-ray player in some instances. Lee agreed that a

survey would be a good idea in order to find out faculty needs. It was mentioned that many of the faculty have a long waiting period when signing on to the podium computer before the start of class. This is in large part due to their profiles being to large. Maricela Pedroza commented that this could be a very good opportunity to teach faculty about their profiles and how best to manage them. This seems to be an area of need across campus in order to reduce login time at the start of class. Carlos Mera suggested that an email be sent to all faculty on helping with their profile. Lee agreed but explained that this is a difficult task and often times requires a Sr. Technical Support Specialist; she will create and provide the appropriate necessary documentation. Also, Terri Lopez mentioned the idea of using our Center for Teaching Excellence, (CTX), for training the faculty. A few made the comment about using the Daily Falcon as a way of communication to the faculty about upcoming training. Lee said that she would take the following action items:

Action Items:

- Lee will write-up a document to help users understand and clean-out their profiles. She will then submit a "Daily Falcon" article making the campus aware of the document and tips on maintaining profile sizes.
- Lee will draft a survey on "use and needs" of podium computers to help determine how many faculty login to the podium computer when utilizing the A/V equipment. This information will help determine if we need an external DVD/blu-ray player vs. a blu-ray internal to the PC. She will bring a draft to the October 10th meeting for discussion.

The committee continued to discuss many varied factors pertaining to integrating blu-ray across campus. Additional discussion took place with the group regarding what types of questions to have on the survey.

Lee provided a detailed quote and discussed about the purchase of 60 laptops and two carts from the Capitol Outlay fund that are for Graciela Vasquez's area in Adult Education. The purchase was outside of our specifications due to the manageability of the laptops on carts. When you have to push around 30 laptops that sit on a cart, the weight factor is critical. HP just released the new EliteBook 750 G1 that is considerably lighter than our current standard. Lee suggested that the Standards Committee consider modifying the current laptop standard depending on how we like the these new laptops. She will try to bring one to the October 10th meeting. Lee also spoke about the pros and cons of a 4 year warranty on the laptops vs. a 5 year warranty and we compared the pricing.

Lee provided an updated list and continued with an update on the current lab replacement list. She gave details on the status of each location. The committee over all were satisfied with the list provided. Carl Bengston agreed with Lee about the time frame for replacement of the Library floor computers, and they would like to place the order as soon as possible. He also mentioned that the Learning Resource Center could wait longer before it's scheduled replacement of computers. Lee explained that the Assessment Center has been delayed for replacement due to a hold up with LACOE.

Lee asked if there were any final questions or agenda items for our next meeting. No response given.

4. NEXT MEETING

The next scheduled IT Standards meeting is October 10th, 2014 at 9:00 am. We will be meeting in SS-16 from now on.

5. ADJOURNMENT

The meeting was adjourned at 9:51 am.