

**CERRITOS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY STANDARDS MEETING
APPROVED MINUTES
April 9, 2010**

PRESENT:	Lee Krichmar	Lucinda Aborn
	Carl Bengston	James Byun
	Harry Riegert	Wes Nance
	Lamont Freeman	Pilar Mata

ABSENT:	Mario Morales	Bernie Negrete
	Student Rep	Bernice Watson
	Patrick O'Donnell	

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

It was moved by Carl to approve the minutes of February 05, 2010. Pilar seconded the motion. The minutes were approved with no changes.

3. IT STANDARD ISSUES

Lee shared that 7 of the new desktops have been ordered for the new Automotive Partners building and a new Windows 7 image has been created for all new desktop computers. The desktop standard is in good shape and moving forward. The notebook standard will need to be reviewed since the existing standard has been discontinued. There haven't been any orders placed for notebook computers so this standard will be discussed when an order is presented.

The new copiers have been installed on campus. Carl and Lucinda shared some concerns over repetitive jamming on the copiers located in the Library, A&R and Financial Aid. The jamming problem has been called into Toshiba and they are working on correcting the problems. Lee will check on the status of the problem for her quarterly meeting with the Toshiba service representative manager.

4. TECHNOLOGY MASTER PLAN

Pilar handed out a revised Enrollment Management section. The revision will be distributed to Bill Farmer, and student service managers for their input and review. Discussion will resume at the next meeting.

Lee handed out the sections of the Technology Master Plan that Carl presented updates to at the previous meeting. The changes have been made in the plan and is available on line.

5. FREE WI-FI FOR STUDENTS & STAFF

Lee has not heard back from Holly Bogdonavich yet regarding funding or additional feedback on Wi-Fi from the students. Lee shared that there is a lot of usage in the areas that have been set up.

6. OTHER ITEMS

Lee discussed two Green initiatives and handed out an article regarding font size and dollar savings by using alternative fonts. Lee will prepare a document and send to the Daily Falcon; there will be an article summarizing the cost savings and green advantages to using a smaller, narrower font. Lucinda shared information regarding people with low vision and that it's easier for them to see Times New Roman and that magnification software picks up Times New Roman better than alternative fonts. She hasn't checked the current validity of this recently but she will look into it and bring the information to the next meeting. The second article that will be sent out via the Daily Falcon will inform the campus that the empty toner bottles from the new Toshiba copiers should be sent to the warehouse for recycling.

7. NEXT MEETING

The next meeting is scheduled for May 14, 2010 at 9:00 am in LC62.

8. ADJOURNMENT

The meeting was adjourned at 9:55 am.