CERRITOS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY STANDARDS MEETING
APPROVED MINUTES
December 9, 2011

PRESENT:	Lee Krichmar	Maricela Pedroza (Michele Kingston)
	Carl Bengston	Lamont Freeman
	Patrick O'Donnell	Patrick O'Donnell
	Carlos Mera	James Byun
	Israel Cruz	

ABSENT:	Terri Lopez	Mario Morales
	Kenny Lou	Jack Wilson
	Bernice Watson	

1. CALL TO ORDER

Lee called the meeting to order at 9:10 am.

2. APPROVAL OF MINUTES

It was moved by Patrick and seconded by Lamont to approve the minutes without changes. The minutes were unanimously approved.

3. IT STANDARD ISSUES

Lee informed the committee that the demo of the NEC content management software would be carried forward to the next meeting. The NEC evaluation unit has been received for a 30 day evaluation but they have extended it for an additional 30 days.

Patrick mentioned that the Student Success Center decided to order Hitachi's for the digital signage and he shared his concerns about the software piece. IT was not involved in the decision to purchase Hitachi units.

4. INFORMATION TECHNOLOGY UNIT/DIVISION PLANS

Lee distributed copies of the information technology unit/division plan. Planning Plus is the program used for all the division plans across campus. Lee reminded the committee that all employees can access the plans thru

Planning Plus. Lee went over different areas of the plan including the strategic goals, division goals and summarized each of the division mapping goals:

- Academic Computer Support – Fund phase 2 of the computer replacement plan
- Academic Computer Support - Fund the replacement for faculty, staff , smart and administrators computers
- Infrastructure Support – Replace our Cisco network gear on a 5 year replacement cycle
- Academic Computer Support – Migrate remaining Ericsson analog phones to Shoretel
- Infrastructure Support – Add UPS's to network closets to support Shoretel phones
- Academic Computer Support – upgrade 500 user PC;s or lab computers to Windows 7 per year
- Administrative Computer Support – Replace the UPS and main generator for the main computer room
- Academic Computer Support – Decrease time required to respond to help desk tickets from prior year
- Infrastructure Support – Build-out a new phone room & 2nd computer room
- Administrative Computer Support – Improve our ability to monitor our infrastructure resource usage and forecast growth
- Academic Computer Support – Explore "scan to email" capabilities on photo copy machines and implement a central fax server
- Administrative Computer Support – Continue to develop or purchase web-based application taking mobile computing into consideration. Build mobile.cerritos.edu prototype
- Publications – Purchase a new (or used) drill to replace our 20+ year old paper drill
- Publications – Add web-based software from Xerox, which would allow faculty and staff to submit electronic print jobs via the Internet
- Academic Computer Support – Maintain an effective PeopleSoft environment and remain up-to-date on all related technology and tools, including programming languages for more efficient troubleshooting
- Administrative Computer Support – Contribute to an environment with open communication, proactively share information, and encourage dialog
- Administrative Computer Support – Submit our MIS data in a timely basis according to the schedule
- Administrative Computer Support – Evaluate our free wireless connectivity for students and staff
- Administrative Computer Support – Implement a data warehouse using the Cognos BI tool for providing our community better reporting capabilities per the accreditation report

Discussion took place and Carl asked about how long some of the items have been on the list of goals. Lee gave an update that there is currently no funding allocation for the 2nd phone room. There is discussion taking place about building it into the new LA building. Lee emphasized to the committee the importance of the planning process to our institution.

5. OTHER ITEMS

No other items were discussed.

6. NEXT MEETING

The next scheduled IT Standards meeting is for January 13, 2011. Audio conference information will be made available for call-in attendance.

7. ADJOURNMENT

The meeting adjourned at 9:27 am.