

**CERRITOS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY STANDARDS MEETING
APPROVED MINUTES
February 10, 2012**

PRESENT:	Lee Krichmar	Maricela Pedroza (Woodrow Hendricks)
	James Byun	Lamont Freeman
	Patrick O'Donnell	Jack Wilson
	Carlos Mera	Terri Lopez
	Israel Cruz	Bernice Watson
	Kenny Lou	
ABSENT:	Mario Morales	Carl Bengston

1. CALL TO ORDER

Lee called the meeting to order at 9:01 am.

2. APPROVAL OF MINUTES

It was moved by Patrick and seconded by Lamont to approve the January 13th minutes without changes. Jack Wilson asked a question about the phone room and Lee re-capped the discussion for him and the other committee members.

3. IT STANDARD ISSUES

Lee gave a re-cap of the last meeting and visit to Bernice's office and the demonstration she provided on NEC's Content Management System (CMS). The pro's and some big con's were discussed. Lee contacted NEC regarding options for a Power Point type of presentation software and they didn't have any other options or suggestions. Lee downloaded OpenOffice to see if that was a viable option but it didn't appear to be. NEC's advice was basically that Microsoft Power Point and digital signage don't go well together so not to use it. Slide show type presentations are not common for digital signage. Lee shared that several of the community colleges' aren't happy with their digital signage choices that are available either; there have been discussion on the CISOA list serve. Bernice added that digital signage is made for high end publicity and add agencies. Jack asked about Camtasia and Kenny shared that you can save Power Point slides to jpeg format. The committee shared with Jack and Kenny that using Camtasia and saving the slides in a jpeg format don't make it easy or efficient when editing presentations. Jack asked about how many areas use digital signage and Patrick shared that there are several. More importantly there are five being ordered for the Student Success Center remodel. Currently there are two in Community Education, Two in the Career Center and they are also in Financial Aid, Admissions and Records and the Learning Resource Center.

Bernice started a conversation about the differences between digital signage and a display monitor and that the committee might want to establish two standards: one for Digital Signage and another for Display Monitors. Many faculty/managers are budgeting consumer grade display monitors into their budgets for planning purposes and currently several areas are using the consultant recommendations. At this time the committee agreed to standardize on NEC for digital signage when the budget allows for it.

4. REVIEW IT MASTER PLAN

Lee distributed the Information Technology Master Plan to the committee and informed them it can always be found on the Information Technology website. She explained the planning process to the committee and that the Information Technology master plan is updated annually after the unit and division plans are completed and the Educational Master Plan goals are always taken into consideration throughout the process. Lee went through the document and highlighted several key points. The Information Technology mission statement, the majority of the areas we support, infrastructure, the different planning structures were broken down, the department's strengths/weaknesses and the strategic direction of the department. Page 15 of the document covered the goals that were discussed and approved at the prior Information Technology Standards meeting. The goals from each unit are rolled up into the division goals, which are critical to our accreditation process to show openness and tie into our planning process. The committee went on to discuss the wireless area which has been expanded in the library proper area and the need for further expansion. The library is the heaviest Wi-Fi traffic area.

Israel said the students were inquiring about having the wireless area expanded to the Student Activities Building. Lee asked if the student body was willing to fund the expansion since there is currently no budget set up to expand Wi-Fi any further. Israel said he would speak with them and report back. James asked about the bandwidth on campus and if it's shared with the Wi-Fi. Lee explained that our bandwidth is shared. James then asked if we were planning to expand in the long term and Lee explained that our bandwidth is provided through the state Chancellors office via Cenic. Lee and Patrick went on to explain that we have an AT&T Gigaman connection but we are hitting peaks during enrollment and that enrollment is a priority for the administration. Lee will be meeting with several colleagues including Patrick Perry from the Chancellor's office in March at the CISOA conference and will report back any news on support for expanding the bandwidth. Kenny asked for data of bandwidth utilization during peak hours and Lee shared that this data is available to everyone at Cenic.org. Israel asked about the cost for expanding Wi-Fi and Patrick pointed out a page in the master plan that gives cost estimates.

The committee went on to discuss the PeopleSoft management business process, the computer replacement plan, universal access/assistive technology, the ShoreTel migration, green initiatives, and help desk ticket analysis. Lee asked the committee if they had any questions regarding the master plan and Kenny asked about how much virtualization we currently had and that he believes virtual machines are a perfect use of technology and inquired why we don't virtualize more. Lee explained that some programs cannot be virtualized. Patrick went on to further explain that specifically our PeopleSoft servers don't function well in a virtual environment. Kenny asked if we were using Microsoft VM and Lee and Patrick explained that Microsoft VM was not

around in 2006 when the Information Technology department starting implementing VMWARE technology. Microsoft VM has come a long way since then but we were already virtualized on our servers by then.

Bernice mentioned that the Media Services is no longer under the Dean of the Learning Resource Center but is now under the Dean of Academic Success and Institutional Effectiveness. Lee said she would update that in the Master Plan. Also, the Innovation Center would be updated as the Center for Teaching Excellence.

5. OTHER ITEMS

No other items were discussed.

6. NEXT MEETING

The next scheduled IT Standards meeting is for March 9, 2012. Audio conference information will be made available for call-in attendance.

7. ADJOURNMENT

The meeting adjourned at 9:45 am.