CERRITOS COMMUNITY COLLEGE
MINUTES OF
INFORMATION TECHNOLOGY STANDARDS COMMITTEE
FRIDAY March 13, 2009
9:00 A.M. – LC62

MEMBERS PRESENT: Carl Bengston, Bernice Watson, Lee Krichmar, Lamont Freeman, Wes Nance, Dean Mellas, Bernie Negrete, Tim Kyllingstad, Harry Riegert,.

MEMBERS ABSENT: Patrick O'Donnell, Deb Moore, Lucinda Aborn, Mario Morales, Lamar Mills.

The meeting of March 13, 2009 was brought to order at 9:15 a.m. It was noted that Tim Kyllingstad was sitting in for Lucinda Aborn at the meeting.

STUDENT GUESTS: Jeffrey, Oscar Franco.

MINUTES OF February 20, 2009

It was moved by Wes Nance and seconded by Bernice Watson, to approve the Minutes of February 20, 2009. There were no corrections to be made. The minutes were approved with four abstentions from Dean Mellas, Bernie Negrete, Harry Riegert and Tim Kyllingstad.

Discussion of various issues with IT standards

After reviewing the minutes from the February 20, 2009 meeting, Lee reminded the committee that we adopted a new standard for laptops and printers. Lee stated she believed we're in good shape with our standards especially with the low volume of ordering we're currently seeing. Lee informed the committee that we are however getting a couple orders for digital signage from Nick Kremer's area. The committee as a whole liked the concept of using the Samsung signage. Lee expressed to the committee that she would like to allow the area to go ahead with the order and that they have decided to go with two displays. Bernice mentioned the possibility of a 3rd display. Lee said the area is working with facilities on electrical and mounts and also Bernice's area to get everything in order. Mario is working on a quote from PCC to install new ports. The displays will be installed in Community Education. Bernie asked who was going to support the material going to the sign. Bernice informed him that Suzie planned to learn the software and maintain the material. Lee said IT would support what was needed for the installation but was not planning to manage the applications on the signage. Bernice said she felt her department should learn the software to offer support and felt it was a good test for ease of use and to see if it will work for the rest of campus.

Lee reminded the committee that we had an outstanding issue from the last meeting regarding a check list of required items for digital signage. Items that were discussed included: Ethernet, electrical, and secure mounts. Bernice shared that she spoke with GST regarding a premier mount that utilized security screws that needed special tools to remove them. Bernice mentioned that an external DVD might be needed. Tim asked about

captioning on the displays and Lee indicated that Lucinda was at the meeting when the signage was discussed and Lucinda indicated no issues to accessibility. Harry asked about an HDMI port and Lee confirmed that the signage had HDMI ports as well as USB 2 ports. Dean suggested finding out about the supported file formats and creating a standard for software compatibility so others brands that might be purchased in the future would be compatible. Tim asked about using the system as an emergency notification system and if the committee wanted to take on establishing that standard. Lee said she felt we were in a much better position to get one or two of these signs and test them out. Once we have them and use them the committee can entertain the idea of setting a standard and attempting to get people to adhere to them.

A discussion took place about items being purchased that are not supported by IT or Media Services. The committee discussed this issue and Lee proposed that the committee would draft a statement regarding standards for various hardware and software in the June meeting to be released in the Daily Falcon in July for the new fiscal year for procurement.

Tim asked if security systems fall under this committee. Lee said it doesn't at this time. Tim brought up the on-guard systems and expressed his concerns that it doesn't work effectively. A lengthy discussion took place about where this responsibility falls. Harry said he felt that if IT was expected to support the system then a standard should be established from this committee. Lee confirmed that IT is expected to support parts of the system but the bigger part is supported outside of IT. Wes asked for clarification on the security system in the new science building. Lee clarified that IT supports the infrastructure for the environment but the door time locks are supported by facilities and DSPS. Lee shared with the committee that talks have taken place about decentralizing that control. Lee asked the committee if they want to deal with video surveillance and card key access as a part of standards even though we haven't before. Bernie felt that the topic was more procedural and should be addressed by management rather than this committee at this time. Bernie suggested that if management asks for the committee to take on the topic then the committee would. Lee said she would have some conversation with Lucinda and Robert regarding this topic.

The digital signage check list was agreed upon with the following four items: Ethernet, electrical, secure mounts and supported file formats. The committee agreed on these four. Lee suggested she put up a website letting the community know the IT standards committee is considering Samsung hardware for digital signage. A proto-type is planned in Community Education.

Lee asked if there was anything else the committee wanted to discuss on this topic. Tim again asked about the emergency notification and how it is managed. Bernie asked how much discussion had taken place on campus about emergency notification systems. Lee gave insight into the software Alert U and believes this falls under the disaster recovery planning.

SCOPE OF STANDARDS

Lee suggested the committee carry this topic forward to the next meeting that Lucinda attends.

UPDATING THE TECHNOLOGY MASTER PLAN

The annual area plans for Business Services and Human Resources were passed out to the committee. Lee asked if anyone had a chance to review the plans prior to the meeting and since no one had it was agreed upon to review them and discuss them at the next meeting.

OTHER TOPICS

Lee asked if there were any other topics the committee would like to discuss. Jeffrey, the student guest had questions regarding Internet band-width and wireless connectivity for student access. He questioned if the District throttles Internet connectivity and Lee assured him this was not the case. The history of AT&T wireless hot-spots was discussed and relevant background was provided.

Dean had concern over the campus email security certificate which he believed had expired. Lee assured him it had not and that she would check on it but it turned out that Dean was on the wrong server.

Dean said that several Liberal Arts instructors asked him to bring up using Google Earth as a standard. He believed they would like to use it for instructional purposes. Lee reminded the committee that anyone can call the help desk and request software is installed.

Dean brought up a problem they are having in the CIS labs with students not being able to log in. Students can log in using certain pc's but not others. Lee said we would need to have the information for the student when the problem occurs so IT can figure out the problem.

Dean also said he suspects that student email addresses are not being synced with Sakai. Lee confirmed that the problem was due to the Sakai upgrade and should now be fixed.

Dean said he would be doing a large amount of downloading soon and the last time he did a similar amount of downloading was after the gigaman was installed and the download time was very fast. He would have a chance to see if the speeds have remained consistent. The committee discussed providers capping band-with. Lee told the committee that we are a Cenic customer and we don't really deal with AT&T and that the equipment is Cenic's and they maintain the equipment and those issues. Lee said she would open a ticket with Cenic and see if they can determine reasons for latency.

NEXT MEETING

The next meeting will be held April 17, 2009 in LC-62.

The meeting was adjourned at 10:45 a.m.

Submitted By: Michele Kingston