CERRITOS COMMUNITY COLLEGE
MINUTES OF
INFORMATION TECHNOLOGY STANDARDS COMMITTEE
FRIDAY September 12, 2008
9:00 A.M. -10:40 A.M. – LC62

MEMBERS PRESENT: Lucinda Aborn, Dean Mellas, Wes Nance, Patrick O'Donnell, Bernice Watson, Lamont Freeman, Lee Krichmar, Deb Moore, Bernie Negrete

MEMBERS ABSENT: John McGinnis, Mario Morales, Lamar Mills, Harry Riegert

The meeting of September 12, 2008 was brought to order at 9:09 a.m.

MINUTES OF August 15, 2008

It was moved by Lucinda Aborn, and seconded by Dean Mellas, to approve the Minutes of August 15 as presented. The minutes were approved with two abstentions (Bernie Negrete and Deb Moore). There were no corrections or discussion.

OUTSTANDING IT STANDARDS ISSUES

Lee mentioned that the DC7800 is going to be replaced with the DC7900 and she has scheduled HP to provide the committee with an update at the October meeting as requested at the August meeting. No additional standards issues were brought forward.

TECHNOLOGY MASTER PLAN

Lee updated the committee that the Business Services area plan (which was handed out at the August meeting) was now available online on the Planning & Budget web site. She would also be posting the other area plans (H/R, Public Affairs, Student Services, and Academic Affairs) as soon as they are made available to her. Lee also reminded the group that the new and upcoming educational master plan and strategic plans will need to be reviewed closely so they can be combined with the IT master plan.

OTHER ITEMS

Lee provided a demonstration of the ShoreTel Voice over IP system that was implemented in the Bovis trailer, the communication center, and the IT department. The formal evaluation was completed during the summer, and now the new system, with the latest software version of 8.x, is available so Lee provided a live demonstration. Lee showed one new physical phone and the software to accompany the phone, called ShoreTel Call Manager, to the committee. The pro's and con's of the system were described and demonstrated to the committee. Lee pointed out some the following benefits of ShoreTel:
- Pure IP Solution
- Sets Cerritos College up for the future with "Unified Communications"
- Low total cost of ownership
- Known for exceptional customer satisfaction
- Distributed architecture delivers reliability, scalability and manageability, plus a very easy to use interface
- Don't have to use consultants to do moves, adds, & changes

- Wiring closets on campus don't have to be retrofitted because the IP phone do not require the switch to be in the local wiring closet
- Highly recommended & also supported by BlackBox, which is our current Eriksson support vendor
- Excellent integration with our current Eriksson phone system

Lucinda will be looking into the accessibility issues surrounding the phone system and would involve Tim as necessary. Lee will include a new section in the IT Master Plan as time permits, which would include Lucinda's finding.

Lucinda lead a discussion regarding the need to include planning (unit, division, & area) for anyone that would be interested in adding the new phone into their areas. This would then roll into possible capital outlay requests. Lucinda informed the committee on a language project, which was in the early stages, and could potentially benefit from this new system. It would be worth looking into the video possibilities of the new ShoreTel system.

Lee mentioned that this technology would fit well into new building, such as Facilities and CLO1. Lee described the current process she goes through for providing budgets to facilities for networking & other gear, and intends to provide budgets for phone systems in a similar manner. The Facilities department is well aware of the new system and they are interested in implementing this technology in their new building. One important issue to consider with VoIP phones is auxiliary power. If a power outage occurs, the phones need to be operational. A UPS for both the network switch and the phone switch is required. In the facilities building, a generator is being discussed in the current plans.

Bernie made the following motion, "The Information Technology Standards Committee recommends adoption of ShoreTel as the IP Telephone standard for the Cerritos College campus". The motion was seconded by Lucinda and passed unanimously.

NEXT MEETING

The next meeting will be held October 10, 2008 in LC-62.

The meeting was adjourned at 10:30 a.m.

Submitted By: Lee Krichmar