

**CERRITOS COMMUNITY COLLEGE  
INFORMATION TECHNOLOGY STANDARDS MEETING  
MINUTES  
SEPTEMBER 11, 2009**

**PRESENT:**

Lee Krichmar	Patrick O'Donnell
Tim Kyllingstad (Morales)	Carl Bengston
Dean Mellas	Wes Nance
Lamar Mills	Steve Kim

**ABSENT:**

Deb Moore	Bernie Negrete
Lamont Freeman	Harry Riegert
Lucinda Aborn	

**1. CALL TO ORDER**

Lee called the meeting to order at 9:07 am.

**2. APPROVAL OF MINUTES**

It was moved by Dean to approve the minutes of August 14, 2009. Patrick seconded the motion. The minutes were approved as presented with abstentions from Lamar, Carl, Wes and Tim.

**3. IT STANDARD ISSUES**

Lee informed the committee that the Windows 7 installs and use was going well. She reminded the committee that originally the 64 bit platform was going to be used with the advantage being set up for the future. One disadvantage to the 64 was that many drivers aren't available. They are recommending using the 32 bit for the initial rollout. Originally an image was going to be created for the DC7900 only, but it went so smoothly images have also been created for the DC7800, DC7700 and the DC7600. Lee informed everyone that Dr. Lacy who previously used a MAC is going to use Windows 7 when she starts. Patrick said the secretaries in the President's office have all been migrated to Windows 7. Dean stated he had not begun using Windows 7 yet

but would install it on his district computer. Patrick will have the image installed on Dean's computer, which should save Dean time.

Dean asked about Snow Leopard which was discussed at the prior meeting. Lee informed him that the PO date for the maintenance agreement and the release were missed by a couple days and the cost had increased. She is currently working with Apple to try to get an exception but if she can't she'll have to reduce the number of licenses to 75 which should be a sufficient number since Snow Leopard only runs on Intel based MACs. Dean said he had spoken to some of the MAC users and they felt Snow Leopard should have been a service pack and wasn't worth the cost. Lee said she would like to have a maintenance agreement in place anyway and would proceed with making it happen.

Wes informed the committee that they are expecting Perkins funding and would definitely be replacing three printers in BE12. He also said he'd have the CIS lab aide check the equipment so they could get an idea of what will be replaced with the funding regarding the desktop PC's. Tim asked if considering a copier to print to would be more beneficial. Wes indicated he would like to stay with the current printer standards and that CIS was not interested in implementing paid printing via vend printing with ITC.

Lee shared that the RFP for the campus copiers had been received and that the language reflects 508 compliance directory, and scan to email capability. We also specified network, server and active desktop (PC & MAC) requirements.

#### **4. SCOPE OF STANDARDS**

Lee received an email regarding this topic since Lucinda would not be in attendance. The email read: "We (Lucinda & Tim) do not think that there will be ADA/access issues with the technology. The most important part will be to train the user on the importance of captioning." Bernice also reported in advance of the meeting that the signage in CITE was working well and the standard appears to be fine. The signage that was loaned to the college has been installed in the LRC and was almost up and running. Carl funded a superior mount for it. Lee said for future installs it will be important to install the mount before the power and network cabling so we could better "hide" these items.

#### **5. TECHNOLOGY MASTER PLAN**

Lee stated the Technology Master Plan had been updated. The main page was changed to reflect 2009-2011 and the voice over IP phone standard was added. The committee went over an email handout from Chris Myers that listed the College's planning priorities. Lee informed them that in order to align the Technology priorities with the college's goals had to be established. A handout was given with suggested goals. Discussion took place regarding each goal. Suggestion and additions were discussed. Lee asked everyone if there was anything they would like to see included or anything that should be changed. The list below is the goals decided on by the committee.

### **New IT Goals**

- Enhance effectiveness and efficiency through resource management
- Continue replacing faculty, staff and administrator computers on a 5 year cycle.
- Replace our Cisco network gear on a 5 year replacement cycle with power over Ethernet switches to support our ShoreTel migration.
- Migrate 50 Ericsson phones per month to ShoreTel.
- Add UPS's to network closets to support ShoreTel phones.
- Upgrade 500 user PC's or lab computers to Windows 7 per year.
- Replace the UPS and Generator for the main computer room.
- Decrease time required to respond to help desk tickets from prior year.
- Build-out a new phone room & 2nd Computer Room in the LRC (Liberal Arts will be demolished).
- Promote student success college-wide.
- Improve our ability to monitor our infrastructure resource usage and to forecast growth.
- Explore "scan to email" capabilities on new photo copy machines and consider implementing a fax server.
- Continue to develop or purchase web-based application taking mobile computing into consideration.

### **6. OTHER ITEMS**

Lee suggested that per Dean's request on the next agenda that the committee establishes guidelines for web based applications as a result of the discussion that took place regarding the IT goals. The committee will also work on writing up a section on green initiatives for the IT master plan.

### **7. NEXT MEETING – October 9, 2009**

The next meeting is scheduled for October 9, 2009.

### **8. ADJOURNMENT**

The meeting was adjourned at 10:30am.