**CERRITOS COMMUNITY COLLEGE**
**INFORMATION TECHNOLOGY STANDARDS MEETING**
**APPROVED September 13, 2013**

PRESENT:         Lee Krichmar              James Byun

                 Patrick O'Donnell         Terri Lopez

                 Carlos Mera               Pilar Mata

                 Patrick Legaspi           Erik Duane

                 David Boss


ABSENT:          Maricela Pedroza          Carl Bengston

                 Kenny Lou                 Raquel Ramirez


GUEST:


## 1. CALL TO ORDER

Lee called the meeting to order at 9:02 am.

## 2. APPROVAL OF MINUTES

Patrick O'Donnell made a motion to approve the May 17th minutes and it was seconded by Carlos Mera, with a change to correct the date on Agenda item #5, from October 10th to October 11th.  Carlos Mera asked if the new standard monitors were tested.  Lee Krichmar said, yes, and with no impact either way.  The minutes where approved with three abstentions.

## 3. INFORMATION TECHNOLOGY STANDARDS DISCUSSION

Lee opened the meeting introducing and welcoming new committee members.  She explained to the members the term dates and how the committee works.  Pilar Mata inquired as to how the Faculty members are chosen for the Information Technology Standards Committee.  Lee explained that it is a Shared Governance Committee and that Faculty Senate chooses the faculty seats.  Shared Governance guidelines are followed.  Pilar questioned if faculty seats had to be held by SEM faculty members and Lee assured her there was no such requirement, although historically SEM have always held the positions.  Pilar suggested that a change be made to reduce the amount of SEM faculty from the committee list in order to allow other division faculty the opportunity to participate on the committee; she will check with Faculty Senate.

Patrick gave an update on the status of "iPads" on campus saying that some of the classroom instructors have started to include the "iPads" in their instruction.  Patrick is also working with Joanna Schilling on standards guidelines for the iPad.  Lee recalls that I.T. Standards was to work on a tablet standard campus wide for Windows 8.  We already

support all Macintosh products, including the iPad.  Patrick will bring a Windows 8 Tablet sample to the next Standards meeting.  We have done a lot of research over the summer with tablets and are ready to start establishing a campus wide standard. Hewlett Packard, Microsoft, Samsung, and Lenovo have been evaluated and so far Hewlett Packard is favored.  The Hewlett Packard is more flexible and we qualify for bigger discounts on HP products, which brings down the cost.  Carlos asked who the current "tablet" users are on campus.  Patrick mentioned that Financial Aid has a few that they are using with assisting students during registration.  Patrick explained that a dongle can be purchased so as to use the tablets in the classroom to project to projectors.  Pilar asked if there is any protection on tablets and Patrick said, "Yes".  Pilar asked if the iPads were protected with screen protectors.  Lee answered no, but mentioned that she recommended Logitech's keyboard with a cover because it offered protection to the front side as well as a nice keyboard.  Pilar asked how long tablets were lasting and if there was a replacement plan to cover these once they were old.  Patrick stated that the STEM Grant funded the tablets so far so there was no replacement plan that we were aware of. Pilar asked if there is a budgetary line item for maintenance of tablets on campus.  Lee stated that the current staff/faculty computer replacement plan is not always approved every year and that there is not an equipment budget in I.T. or any other area she is aware of.  Patrick also explained that we have a very limited budget for audio/visual supplies.  Pilar said that she will report back to Faculty Senate regarding adding a line item budget to assist in covering the cost of equipment replacements; she expressed concern that faculty would become reliant on this technology. Pilar enlightened the committee with information about the use of projection equipment in the classroom.  She suggested that using white boards in the classroom would be a more economical option to adding more audio/visual items.

A brief mention was made to the committee about the recent merge of the Audio/Visual staff into the Information Technology Department.  Lee explained that information has been sent out to the campus community notifying them of the transition and how to contact A/V for assistance via the IT Helpdesk.  She explained that "Media Production" will be supported by Bernice Watson and Sara Ramirez and managed by Carl Bengston.  Instructor podium related matters will be covered by Information Technology and campus events will be serviced by Media Services.

Lee explained that the podium furniture prototype, made by KI, will be delivered sometime around September 19th and will probably go into the Social Science building for analysis to be done and reported on.  But, the location has not been determined. Once the analysis is complete the new podiums will be designed for the new Liberal Arts building, which will be funded using the construction budget from the new building.

James Byun asked if the 21.5 inch monitor is the new standard and Lee said yes.  She talked about the all-in-one PC's that are located in BE108 with the larger monitors.  We have received very positive feedback on these.  Erik mentioned that the all-in-one provides more table space for the student.  Lee said the older version of the all-in-one's didn't work well in big lab environments like LC166, but the new 8300 models are really durable.  The Perkins Funds purchased all-in-one's for a couple of areas on campus and it worked well but has not become a standard.


## 4. NEXT MEETING

The next scheduled IT Standards meeting is for October 11th, 2013.

## 5. ADJOURNMENT

The meeting adjourned at 9:53 am.