



Information Technology



CERRITOS COMMUNITY COLLEGE DISTRICT INFORMATION TECHNOLOGY IT STANDARDS MEETING

DATE: September 08, 2023

LOCATION: SS-138 & Zoom

QUORUM MET: Yes

MEETING TIME: 11:01 AM

COMMITTEE MEMBERS PRESENT

1. Patrick O'Donnell
2. Javier Banuelos
3. Erik Duane
4. Luisito Amador
5. John Ella for Shannon Estrada
6. Michele Kingston
7. Joseph Cervantes
8. Andrew Maz
9. Aemiro Beyene
10. Michelle Stieber

COMMITTEE MEMBERS ABSENT

1. Mayra Radillo

GUESTS

No Guests were present.

MINUTES

- Motion to approve 05/12/2023 meeting minutes.
Minutes were approved.
Michele Kingston (1) / Nick Real (2)
The motion carries with 10 yes/0 no/0 abstention.

SMART CLASSROOM DISCUSSION

- Patrick held the meeting in SS-138 to demo the new HyFlex classroom. Patrick shared that an email was sent to the campus from EVP Lopez letting the campus know about the new HyFlex rooms. He also shared that there are 8 more teaching spaces in queue for HyFlex upgrades and they are currently in different stages of procurement and are expected to be completed by the end of the year.

SMART PODIUM STANDARD

- Patrick showed the committee the new Freedom One e-lift lectern that has been installed in one HyFlex rooms. A robust conversation took place regarding different ways to set up the podium and best utilization of the spaces.

Motion to adopt the Freedom One lectern as the campus smart podium standard.

Michele Kingston (1) / Javier Banuelos (2)

The motion carries with 10 yes/0 no/0 abstention.

HP Z WORKSTATION

- A new HP Z workstation was presented for adoption as a new campus desktop standard for users that require more robust computing abilities. Areas that would require this are areas such as IEPRG, fiscal services, IT, and facilities management.

Motion to adopt the HP Z Workstation small form factor pc as an additional computing standard.

Erik Duane (1) / Lui Amador (2)

The motion carries with 10 yes/0 no/0 abstention.

HP E22 G5 MONITOR STANDARD

- A new monitor was presented to replace the existing standard that is no longer available. The monitor standard will remain 21.5" with blue light reduction.

Motion to adopt the HP E22 G5 as the campus monitor standard.

Erik Duane (1) / Aemiro Beyene (2)

The motion carries with 10 yes/0 no/0 abstention.

HP ELITEBOOK 650 G10 LAPTOP STANDARD

- A new HP EliteBook 650 G10 was presented to replace the current laptop standard. This model is thinner and lighter than the previous G5's that were purchased during COVID.

Motion to adopt the HP EliteBook 650 G10 laptop standard.

Michele Kingston (1) / Javier Banuelos (2)

The motion carries with 10 yes/0 no/0 abstention.

SHARED GOVERNANCE COMMITTEE SELF-EVALUATION REVIEW

- Patrick shared the results from the shared governance self-evaluation survey.

CONFERENCE ROOM UPDATE

- Javier provided an update on the installation of Neat bars in conference rooms across campus. Conference rooms in EOPS, Santa Barbara and Kinesiology were recently completed. He also shared that the Neat bar and Extron equipment are not working together. In rooms that have Extron equipment the Neat bar is connected directly, bypassing the Extron equipment. Lui shared that he has utilized the Neat bar installed in Santa Barbara and was very happy with it.

CLOUD STORAGE

- There were no updates to cloud storage. It will be kept on the agenda as we continue the conversation. Patrick reminded everyone to encourage users to save their files in One Drive storage as opposed to

Google storage because One Drive is backed up and we can retrieve files in the event of lost data. We do not have this ability with data saved in Google drive. Michelle shared that when using Microsoft forms students are not able to complete them as it asks them for a windows login which students do not have. Others in the discussion shared that it appears to be a security setting that is applied to each form.

UPDATE ON THE IT MASTER PLAN

- There is currently no update to the IT Master Plan. We are currently installing more wireless access points across campus and that project is one of the items recommended in the IT master plan. Patrick shared that the campus is moving to a comprehensive educational master plan that will encompass the IT master plan and facilities master plan.

ITEMS FROM THE FLOOR

- No items from the floor were presented.

NEXT MEETING DATE

- 10/13/23 9:00 AM

ADJOURNMENT

- Adjourned at 10:00 AM.