



Information Technology

CERRITOS COMMUNITY COLLEGE DISTRICT INFORMATION TECHNOLOGY IT STANDARDS MEETING May 10, 2024

DATE: May 10, 2024

LOCATION: MP 208A & Zoom

QUORUM MET: Yes

MEETING TIME: 9:06 AM

COMMITTEE MEMBERS PRESENT:

1. Patrick O'Donnell
2. Javier Banuelos
3. Erik Duane
4. Jospheh Cervantes
5. Lui Amador
6. Mayra Radillo
7. Michele Kingston
8. Nick Real
9. Shannon Estrada

COMMITTEE MEMBERS ABSENT:

1. Aemiro Beyene
2. Andrew Maz
3. Michele Stieber
4. Randy Diaz

GUESTS:

None

MINUTES:

- Motion to approve 2/9/24 meeting minutes.

Erik Duane (1)/ Michele Kingston (2)

Motion passes.

NEW MONITOR STANDARDS

- Patrick presented the replacement for monitor HPE22G4 (is at end of life), G5 is replacing it. Specs usually only get better.
- Michele inquired about blue light filters. Patrick said that there are blue light filters on the newer monitors and versions 3 &/or 4 already have it.
- G5s are already in use on campus. While they offer improved features, will require a little extra work to install onto mounts due to changes in monitor standard design.
- Erik made motion to approve new monitors as standard.
- Javier seconded.
- Motion passes.

REVIEW OF GOALS FOR 2024/2025

- This goes along with our self-evaluation which has our goals.
- Currently aligning with Education Master Plan.
- Will be working towards aligning with Student First Framework.
- We can keep and/or remove items. One example to perhaps remove is #7 (Work with DE Coordinators & Distance Learning Committee to expand HyFlex Standard. Goals A & E).
- Had push for HyFlex rooms and now funding is gone.
- Will now be speaking to VP Lopez as areas request HyFlex. In the past, we were looking for rooms, now, as funding has receded, will review requests moving forward.
 - Review of goals (from top of list):
 1. Is one of our charges and needs to stay.
 2. Also, one of our charges and needs to stay.
 3. Is part of our charge. Haven't done as much on software standards as many things are coming from various areas. Haven't looked at any major changes because we use Microsoft products.
 4. Want to get this on next years priority list (Work with IERPG to conduct Campus Technology Survey). We have not done one in a long time. Will allow collection of how we are doing, areas for improvement, etc. Patrick will work with Amber to bring something back to the committee for review and development.
 5. Change from Implement Phase 1 of IT Master Plan to Implement IT Master Plan. Once the Student First Framework is in place, VP Lopez has talked about working on a new IT Master Plan which will probably be brought back to us for feedback.
 6. Not sure how committee feels about this one. We have been sticking to our standards.
 7. Should tie into our survey. This includes things we want. Please bring forth any ideas/suggestions, including latest and greatest.
 8. Can shift the order of this item. Can always be put before implementing because we do need to develop and maintain it.
 9. Not sure there has been that much.
- Patrick asked the committee if there are any comments/suggestions.
- Michele commented that at the board meeting Student First Framework got approved. At Coordinating, Michele asked what would come after it and Dr. Fierro indicated that IT Master Plan would be next (over Facilities). Thinks it will come soon. Patrick concurred will come quickly.

- Michele suggested to remove #7 (DE Coordinators/Distance Learning Committee). Feels it will become part of the IT Master Plan and will be covered in the survey. Patrick concurred and added it is our charge to coordinate with them. We have a decent standard, and we can see what the survey yields.
- Patrick asked the committee if anyone is opposed to removing #7. There were no objections. #7 is now removed.
- Michele suggested to remove #3 (Software). Feels software is purchased and IT is expected to maintain it. The opportunity to execute #3 doesn't present itself. Patrick concurred and added that some software falls under other areas.
- Patrick asked the committee if anyone is opposed to removing #3. There were no objections. #3 is now removed.
- Patrick removed the term "Phase 1" (from the now #4) to become "Implement IT Master Plan.
- Changed order of items to move "Assist the college in developing and/or maintaining the IT Master Plan" to be above "Work with IERPG".
- Removed Progress notations from all remaining goals.
- Michele commented that the goals look very achievable. Looks good.
- Patrick asked the committee if there were any other comments/suggestions. There were no other comments/suggestions.
- Michele made motion to approve changes.
- Lui seconded.
- Motion passes.

Approved Information Technology Standards 2024 - 2025 Committee Goals

1. Recommends policies and procedures governing the implementation and use of college technology (Goal E)
 2. Recommends standards for hardware and peripherals that are compatible with our software standards. (Goal E)
 3. Assist the college in developing and/or maintaining the Technology Master Plan (Goal A & E)
 4. Work with IERPG to conduct Campus Technology Survey. (Goal E)
 5. Implement the IT Master Plan. (Goal A & E)
 6. Make recommendations to departments/divisions for computer equipment and peripherals. (Goal A & E)
 7. Monitors trends and practices on issues within the committee's scope and communicates them to the College. (Goal A & E)
- - Patrick will be following other committees that have their information on their main page so that it is very clear.
 - Michele stated (as a reminder) that she believes that in Coordinating there was a push to make sure all shared governance items go to BoardDocs.

SMART CLASSROOM UPDATE/DISCUSSION

- There is scheduled AV work in a couple of classrooms in PST.
- Rooms in PST involve getting one up to digital standard (not HyFlex) and one is replacing cables for better resolution. These are for Physics classrooms.

- Other rooms in the queue will be emailed to the committee by Patrick (this will be a list that we have some equipment on order for).
- Doing best to get as much received and/or done before end of the fiscal year. Was given ok by VP Lopez roll into next fiscal year.
- A decent number of rooms have been identified to get up to HyFlex standard.

CONFERENCE ROOM UPDATE

- Javier informed the committee that a stockpile of Neat Bars were purchased to go into conference rooms across campus.
- Except for 2 or 3 all have been configured.
- Currently, Steven (Kim) and Tom (Chu) have Neat Bars for Public Affairs and 1st floor of PST. We are waiting for Facilities to mount the TVs.
- Neat Bars have been set up in almost all conference rooms on campus except for PST 1st and 2nd floor, Public Affairs, Student Health and one other location.
- There has been a bit of delay because of green screens on a lot of the Bars because they didn't like the AV system. Extron came to campus and showed us the proper settings and we were able to adjust the switchers and remove the green screen.
- After July, we will have a few more Zoom Room licenses which will allow for configuration of the last couple of rooms that are pending.
- Patrick stated that once completed, we will have approximately 32 Neat Bars across campus.
- GST is working on upgrading the Facilities conference room AV system. It will have a Neat Bar and a newer TV.

CLOUD STORAGE

- Patrick wants to work with departments to move to cloud storage. Getting departments off department storage and into a Teams Cloud for better oversight and maintenance.
- We will work on getting some good standards in place.
- Javier stated that people using Google Drive should move to Microsoft. Barracuda is a very good back up system. It has been used to restore items from people that have left or Teams folders that have been deleted by accident.
- Erik suggested that this information be shared at Manager's meeting. Patrick concurred.
- Patrick also stated that Microsoft has put some limits, but it is a lot. We are nowhere close to the limit and should therefore not pose a problem.

WI-FI UPDATE

- In remaining in line with IT Standards and Master Plan, as solar panels are installed, will be adding Wi-Fi and security cameras.
- Looking at adding external access points to blue poles to expand coverage.
- Internal Wi-Fi access points allow for a little more speed and can segregate users with older Wi-Fi technology who slow down the access point to be pushed to one of the 2 network ports. This as well as moving to the cloud have been one of our bigger successes.
- Wi-Fi issue tickets have dropped significantly.
- If hearing of any issues, please report it.

IT MASTER PLAN

- Will start to tackle new IT Master Plan which will be good with the new Student First Framework. We've made a lot of progress.

COMMITTEE SELF-EVALUATION

- Reminder to please do the online Self-Evaluation survey if you haven't already.

ITEMS FROM THE FLOOR

Nothing from the floor.

NEXT MEETING:

- 08/09/2024 at 9:00 am (last day of summer).
- Patrick will email the committee to check availability as we may have IT Master Plan items to discuss. Pending availability meeting may need to be postponed until September.

ADJOURNMENT:

- 9:35 am