CERRITOS COMMUNITY COLLEGE DISTRICT
INFORMATION TECHNOLOGY
IT STANDARDS MEETING
September 13, 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. Aemiro Beyene
4. Jospeh Cervantes
5. Andres Zuniga for Mayra Radillo
6. Michele Kingston
7. Randy Diaz
8. Shannon Estrada

COMMITTEE MEMBERS ABSENT:

1. Andrew Maz
2. Erik Duane
3. Lui Amador
4. Michele Stieber

GUESTS:

Lynn Serwin

MINUTES:

- Motion to approve 5/10/24 meeting minutes.

  Erik Duane (1)/ Michele Kingston (2)

  Motion passes.

SHARED GOVERNANCE SELF-EVALUATION AND PROGRESS REVIEW

- Committee reviewed the shared governance self-evaluation report.
- Report highlighted the committee's progress and accomplishments, also noting that most goals were in progress or ongoing.
- The information technology aspect of the committee's work was deemed to be a significant accomplishment during the year.
- Patrick stated that 14 Hy-Flex classrooms have been established with more in the purchasing process.
- Patrick also introduced the need for setting standards for Hy-Flex classrooms and recommending computer and peripheral equipment to department divisions.
- The importance of reporting issues as the happen was also emphasized along with providing equitable access to technology for students.
- The committee was praised for their efficiency ==and the committee chair was thanked for running the meetings effectively==.

NEW PRINTER STANDARD

- Patrick introduced a new printer standard. HP LaserJet Enterprise 5700 DN, desktop wireless laser printer which is suitable for shared or department sized use.
- The committee unanimously approved.
- Patrick also discussed a smaller HP color LaserJet printer, model 3201 DW which was requested by HR for Monica's office.
- Michele clarified that the printer does not support Wi-Fi printing for security reasons, referencing a past issue that led to unauthorized access to a printer.

REVIEW OF GOALS FOR 2024/2025 (STUDENT FIRST FRAMEWORK)

- Patrick led discussion regarding aligning our goals with the Institutional Health Lever (4th lever) of the Student First Framework.
- The committee is in unanimous agreement, after some discussion, that our goals primarily fall under this lever.

SMART CLASSROOM UPDATE/DISCUSSION

- Patrick discussed the progress made in smart classrooms, including use of true HDMI connections and shift towards request-based room identification for future HyFlex classrooms.

CONFERENCE ROOMS UPDATE

- Most Neat Bars have been installed and the HR conference room is set up.

CLOUD STORAGE

- The use of cloud storage continues to be encouraged and is an ongoing focus.

WI-FI UPDATE

- Adding access points to the blue poles in the parking lot continues to be an ongoing project.

- Conducting a "heat map" to identify potential dead zones is also something that is being planned.

IT MASTER PLAN UPDATE

- Will continue to communicate with Felipe regarding the development of the IT and Facilities Master Plans. Will keep the committee updated.

ITEMS FROM THE FLOOR

Nothing from the floor.

NEXT MEETING:

- 10/11/2024 at 9:00 am.

ADJOURNMENT:

- 9:35 am