

**CERRITOS COMMUNITY COLLEGE  
INFORMATION TECHNOLOGY STANDARDS MEETING  
APPROVED December 11, 2015**

<b>PRESENT:</b>	Patrick O'Donnell	Patrick Legaspi
	Vince Orton	Hugo Gonzalez
	Bernie Negrete	Vykki Morgan
	Patty George	Barbara Soden
	Erik Duane	David Boss

**GUEST:** Mayra Radillo

**ABSENT:** Terri Lopez, Maricela Pedroza

**1. CALL TO ORDER**

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

**2. APPROVAL OF MINUTES**

Patty George made a motion to approve the November 13th minutes and it was seconded by Vince Orton. The minutes were approved without discussion or corrections and with 2 abstentions.

**3. INFORMATION TECHNOLOGY STANDARDS DISCUSSION**

Patrick O'Donnell opened the meeting by stating that he would like to discuss the differences between the two document cameras that the committee previewed at recent Information Technology Standards meetings, 1)HoverCam, 2)ELMO. The previous document cameras are that division areas have been using are too bulky. Patrick said that he would like to set a new standard at today's meeting to update the prior standard. The cost of the HoverCam, before discounts, is approximately \$450.00 and the ELMO, before discounts, is approximately \$850.00. The group discussed the pros and cons of both brands and styles, however, asked questions when pertinent. Vince asked if it was possible to include both brands on the I.T. Standard? Patty agreed with that idea. Mayra Radillo asked if the standard will include a lock down device for each order. Patrick said that he thinks it should be required in all purchases.

Patrick asked a motion to be made for a new I.T. Standard. Bernie Negrete motioned to make both brands a standard and Vince Orton seconded the motion. All were in favor.

Vykki Morgan had a few questions about Windows 10 and Office 365. Patrick explained that Office 365 has not been released to students yet due to difficulty with creating student email addresses. He will be meeting with the Vice Presidents to work out a solution for this. Vykki also asked if Office 2016 is available yet. Patrick stated that, "no, it

is not yet". Patrick continued to explain the current status of these tools. He also said that there will not be touch screen on any new computers. Bernie stated a problem that he has experienced with Win 10 and Win 8 corrupting files. Both Patrick and Erik said that it was due to a different profile. It was mentioned that LC40 has 100 stations with Win 10 and Office 16. Also, Office 365 has cloud capability. The conversation continued around Office 365 and Office 16. Windows 10 won't be going into classrooms yet. Podiums are the last to change. Patrick Legaspi asked Patrick if there were any known issues with installing software on Windows 10? Patrick O'Donnell said that so far everything has gone well. Patrick mentioned that there are still 130 people on Windows 7. He recommends when upgrading to go from Windows 7 to Windows 10 and just skip past Windows 8. Bernie Negrete recommends backing up data files before upgrading to newer version.

Patrick asked if there were any items that should be put on the agenda for the February 19th meeting. No responses.

#### **4. NEXT MEETING**

The next scheduled IT Standards meeting is February 19th, 2016 at 9:00 am in SS-16.

#### **5. ADJOURNMENT**

The meeting was adjourned at 9:42 am.