

**CERRITOS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY STANDARDS MEETING
February 8, 2019**

PRESENT:	Javier Banuelos	Andrew Maz
	Erik Duane	Jamie Quiroz
	Mauricio Pedroza	Vikki Stevens for Mayra Radillo
	Michele Kingston	Aemiro Beyene

GUEST:

ABSENT: Patrick O'Donnell, Shawna Baskette, Lee Anne McIlroy, Michelle Stieber, Kathy Azzam

1. CALL TO ORDER

Javier called the meeting to order at 9:10 am.

2. APPROVAL OF MINUTES

Michele Kingston made a motion to approve the January 11th minutes and Erik Duane seconded it. The minutes were approved without discussion.

3. INFORMATION TECHNOLOGY STANDARDS DISCUSSION

Javier Banuelos, (filling in for Patrick O'Donnell), opened the meeting with a discussion on the Campus Technology Survey. A conversation took place with the committee members. Javier suggested adding security phishing to content. Michele Kingston suggested removing "Shoretel/Mitel". Andrew Maz suggested adding, "calendar" on "Outlook". Erik Duane suggested "Office 365" as its own category. Jamie Quiroz asked, "Who will this survey be going to"? Aemiro Beyene made the suggestion to add headers and delineate between groups. Michele suggested that they are grouped together based on headers. Javier asked, "Should we add Skype to Zoom. All agreed to use video conference vs Zoom/Skype. The subject of security training came up and all agreed to it. Aemiro suggested that we include a "Best Practices" and "Email Etiquette" section as well.

Javier asked if there were any questions or comments. He then asked if there were any items from the floor. None was given.

4. NEXT MEETING

The next scheduled IT Standards meeting is Mar. 8, 2019 at 9:00 am in SS-16.

5. ADJOURNMENT

The meeting adjourned at 9:26 am.