

**CERRITOS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY STANDARDS MEETING
APPROVED March 14, 2014**

PRESENT:

Lee Krichmar	Erik Duane
Patrick O'Donnell	Maricela Pedroza
Carlos Mera	Kenny Lou
David Boss (Ben Pendleton)	Terri Lopez
Carl Bengston	

ABSENT: Pilar Mata, Raquel Ramirez, James Byun, Patrick Legaspi

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

Carlos Mera made a motion to approve the January 10th minutes and it was seconded by Maricela Pedroza. The minutes were approved, with one change and (2) abstentions.

3. INFORMATION TECHNOLOGY STANDARDS DISCUSSION

Lee Krichmar opened the meeting by pointing out the Technology Day flyer, which was provided to the committee. She gave details on each activity that will be happening at the event and encouraged IT committee member participation. Many various training topics will be covered and it will be a campus wide event with faculty, classified, and management participation. Lee was hopeful that it will become a yearly technology training event, with collaboration from CTX, DSPS, Media Services, and IT. Carlos Mera inquired about the "Dragon" software. Lee explained how those licenses are purchases and that Carlos could have his Dean look into the purchase of this software for their departments' needs. H/R and DSPS might have funds available to employees and students, if the software is necessary to meet an accommodation. The group also discussed "Premier Software", which we have a campus license for as well as a student "home" license for. Patrick gave detailed information on this product which was helpful to many on the committee.

Lee went on to discuss digital signage on campus. She said that Samsung and NEC are both campus standards and that NEC offered a free web-based software that our committee chose as a standard a few years ago. We use Sharp monitors for the new LA/DSPS building because they meet RFP standards better than any other brand. The monitors had a thickness limitation and Patrick spoke about how this equipment was necessary to meet construction requirements. Lee suggested that we create a sub-committee off of the Information Technology Standards Committee, which would have impacted persons participate on it. Persons that were immediately identified as most

affected in this area would be; Patrick O'Donnell, Bernice Watson, Sarah Ramirez, Tom Chu, Steven Kim. Erik Duane stated that he'd like to sit on the committee as well, which he was welcomed. Carl Bengston mentioned his concern of creating a standard that Facilities can work with. Patrick explained that he has frequent contact with construction personnel as well as Facilities management.

Lee discussed item #4 on the agenda regarding a survey on "Installation of your new computer". She spoke in detail about the results of the information on the handout provided regarding recent survey results. The group agreed to slightly modify the survey, which Lee took as an action item for her. The modification was suggested because there were too many N/A responses. Lee suggested changing the question to something like **"If you are a faculty member, what teaching modalities do you use and how well are your technology needs being met? Otherwise, please skip this question."** The committee agreed that the N/A's were probably from non-teaching employees. The committee reviewed the survey and based on the feedback could not suggest any changes to our computer standards. A 2nd survey was provided to the committee to go over as a group. The committee made suggestions to Lee about ways to detail the information provided by the survey participants. Lee explained, when asked by Ben Pendleton, how Information Technology Department assigns technicians to other departments. She said that they are placed geographically first then they are matched up in many other relevant ways. Lee also explained how the IT Standards Committee chooses equipment to recommend for purchase to meet the the campus' various needs.

It was decided by the committee that we review question 11 & 12 detailed survey responses for "Installation of your New Computer" at our next meeting. Lee asked Patrick if he would provide an update on Digital Signage Standards from subcommittee at the April meeting too.

Lee asked the group if they had any further topics for next meetings agenda, or any questions or information that they'd like to share.

4. NEXT MEETING

The next scheduled IT Standards meeting is April 11th, 2014 at 9:00 am.

5. ADJOURNMENT

The meeting was adjourned at 9:43 am.