

## CERRITOS COLLEGE

### MINUTES OF THE INFORMATION TECHNOLOGY STANDARDS COMMITTEE MAY 24, 2007 10:00-11:00 A.M.

ROOM LC-135

**MEMBERS PRESENT:** ML Bettino, Lee Krichmar, Mario Morales, Patrick O'Donnell, Harry Riegert, Bernice Watson

**MEMBERS ABSENT:** Lamont Freeman, Wes Nance, Bernie Negrete, Monica Morse

The meeting of May 24, 2007 was called to order at 10:00 a.m.

#### **MINUTES OF NOVEMBER 3, 2006**

The minutes of November 3, 2006 were reviewed by members in attendance. It was moved by Mario Morales, seconded by Patrick O'Donnell and accepted by attending members to approve the current minutes as presented. (M.L. Bettino abstained since he was not in attendance at the November meeting.)

#### **INSTITUTIONALIZATION OF THE IT STANDARDS COMMITTEE**

Lee Krichmar announced that the IT Standards Committee is in the process of becoming an institutionalized committee. This means that there needs to be a formal process maintained for the review and approval of minutes and will include publishing the minutes on the web.

Lee said she has recommended to the Coordinating Committee that the current membership for the IT Standards Committee be retained. After a review of this matter a final decision will be determined by the Coordinating Committee at a future time. Lee said she is working with the three groups (CSEA, ACCME, and Faculty Senate) and will share what she receives from them following their review of matters relevant to this committee.

A goal has been added to the committee, which is to create a Technology Plan but there has been no clarification given at this time. Once the guidelines for creating a Technology Plan have been received, we will begin working on such a plan.

#### **UPDATED PRICING**

Desktop pricing was made available to the committee members and was discussed. The price has, in fact, been lowered from the original price (shown). Imaging from GST is very reasonably priced. The DVD burner is less expensive than a CD burner. Lee explained that the bottom line is that we "piggy-backed" on the RFP from Glendale Community College and were able to receive very competitive pricing. Also, Lee announced that software has begun being distributed on DVD's rather than CD's, due to the size requirements. This is another good reason to standardize on a DVD drive rather than a CD drive.

At this time we are able to recommend that we standardize on the 19" monitor (1906 analog model) because the price point has come down to \$199, which is a good buy. The computer replacement plan has been approved and funded by the district. The new systems do not have DVI video anyway, but we need to keep our eye on this for the future.

Currently, the new monitors have only been installed on computers in EOPS, but the feedback received has been positive. One complaint is that the monitor is too low and that the stand is not adjustable. The 19" monitor with an adjustable stand is over \$100. more money.

It was reported that we have spec'd out **Notebooks, Tablet Computers, and Handheld PC's** on an as needed basis only. Six notebooks for Counseling have been recently requested and ordered, however, our volume is overall very low for these platforms. It was reported to get in touch with Mario for a price on **Tablet PC's** and from that point you can include other options as necessary. Patrick reported that the IT department has a large quantity of USB cables available for connecting USB printers. So, these cables don't need to be ordered by divisions/departments. IT will provide the cable at the time of installation.

On the page describing **Recommended Printers, Scanners, and Wireless Devices**, Lee asked Mario to review the updated specifications with the committee. Lee reported the new **Software Standards** now includes Internet Explorer 7 and Office 2007. We are installing both Office Suites for users so they can switch to the new version when it is convenient for them.

We need to look into adding another software package **for DVD player software**. Patrick said that we added **QuickTime**. Lee added that **SharePoint Designer** is going to be installed as well. M.L. asked if there is a way to eliminate or turn off **FrontPage** to satisfy the needs of his faculty/staff. Lee explained that in order to give people some options, they cannot do away with FrontPage yet. IT is adding SharePoint Designer and faculty and staff can choose to use either web development tool they desire. There is no technical reason to stop supporting FrontPage yet.

Lee reported that in terms of installing new desktop replacement systems, that 215 new computers will be installed this fiscal year. The plan is to do this every year, and that by the 5<sup>th</sup> year all desktops will have been replaced.

Lee reported that with **Vista** coming, two gigabyte memory is the most practical requirement. She referred to an article: "**Computerworld moving up: Vista Migration**" for additional information. She reported that eventually the campus will go to Vista, and while we do need to plan and prepare for it. It is not pressing because (based upon the article and our IT tests) there is no "business" reason to migrate to Vista at the present time; so it is not a good idea to rush into it possibly causing undo anxiety among users because much of their current software will become unusable. Also, many drivers are not available yet. She said that Vista is a benefit but can present certain problems as well. The current plan is to bring in the next new 215 PC onto the campus with Vista, rather than to run around and try to install this operating system across the campus.

Lee clarified, however, that there is no problem at the current time with installing Vista in labs for students to learn. This is encouraged.

### **ELECTRONIC CLASSROOMS UPDATE**

M.L. is working on how the order for E-Classrooms will be placed. He said he will be meeting with the appropriate personnel today to discuss the matter.

Concerning podiums, Bernice and Mario said they might need another input/port for video on demand. M.L. said he needs to find a source of money to come up with the funds. With regard to Smart Panel Control, it was suggested that M.L. meet with the vendor first to see what he can get before ordering it. M.L. will then have them contact Lee. Lee will coordinate a meeting with all interested parties to discuss some small improvements that could be made to the podiums.

### **NEXT MEETING**

Lee said she will be announcing the next meeting by Email after she has received new guidelines from the Coordinating Committee.

The meeting was adjourned at 10:55 a.m.