

**CERRITOS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY STANDARDS MEETING
APPROVED May 16, 2014**

PRESENT:	Lee Krichmar	Erik Duane (Michele Kingston)
	Patrick O'Donnell	Maricela Pedroza
	Carlos Mera	James Byun
	Terri Lopez	Patrick Legaspi
	Carl Bengston	

ABSENT: David Boss, Pilar Mata, Raquel Ramirez, Kenny Lou

1. CALL TO ORDER

Lee called the meeting to order at 9:03 am.

2. APPROVAL OF MINUTES

Carl Bengston made a motion to approve the April 11th minutes and it was seconded by Carlos Mera. The minutes were approved, with no changes and with no abstentions.

3. INFORMATION TECHNOLOGY STANDARDS DISCUSSION

Lee Krichmar opened the meeting by reviewing the Smart Classroom Standards. She showed the committee the Information Technology Standards web page and pointed out the newest link on the page, the "Smartroom" link. Patrick assisted Lee with the details on the page giving an explanation on certain key areas. He mentioned that we are adding "Utelogy" to some of the rooms which will give the user a much friendlier experience when using the equipment. Carlos Mera asked, "Who has the budget for the lamps that go in the projectors". Lee said that there is no actual "budget" that she is aware of, that they came from a one time funding source that was board approved. Patrick and Lee are tracking all details on each "Smartroom" and posting the information on the IT web page, under the "Standards" link. Patrick said that we are making many changes to the Audio/Visual areas across campus to improve the services offered. Lee requested that we consider switching the A/V standard controller from Crestron to Extron. Tom Chu, Audio/Visual Technician, is certified in Extron and will be an asset in implementing, configuring, and using this product. Extron is also a more "open" and standards based product. Additional pros and cons were discussed by the committee regarding A/V standards. Lee stated that we currently have 206 Smart classrooms. Patrick will share this information with Ty Bowman so as to have it placed on the Faculty web page for assisting instructors. He will also share the information with Denise Marshall so that she can update the R25 program with it's updated features. Lee asked the group if there were any questions regarding the information provided. After no response, she asked for a motion to approve the Smart Classroom Standard. Carl Bengston made the motion and Carlos Mera seconded it.

Lee moved on to review item #3 on the agenda, "Two Goals and Activities for the Strategic Planning Retreat". She explained the handout to the committee members, and it was thoroughly reviewed. Carl Bengston offered to send a request in to the Presidents' office to add an additional item to the list for TalonNet.

Agenda item #4, "Digital Signage" update, was addressed by Patrick O'Donnell. He stated that he has been working with Tami, GST, and NEC to get the best scenario for our campus. Patrick is working on the base details before he sets up a sub-committee, however, he plans to work closely with Sarah Ramirez since she will be impacted by generating the content. He will report on his latest information at our next meeting.

Lee asked the group if they had any requests on topics to discuss at our next meeting in August. She also asked if there were any further questions. No response given.

4. NEXT MEETING

The next scheduled IT Standards meeting is August 15th, 2014 at 9:00 am. We will be meeting in S.S.-16 from now on.

5. ADJOURNMENT

The meeting was adjourned at 9:40 am.