

CERRITOS COMMUNITY COLLEGE  
MINUTES OF  
INFORMATION TECHNOLOGY STANDARDS COMMITTEE  
FRIDAY August 15, 2008  
9:00 A.M. -10:40 A.M. – LC62

**MEMBERS PRESENT:** Lucinda Aborn, Dean Mellas, Wes Nance, Patrick O'Donnell, Bernice Watson, Lamont Freeman, Lee Krichmar

**MEMBERS ABSENT:** John McGinnis, Deb Moore, Mario Morales, Lamar Mills, Harry Riegert, Bernie Negrete

The meeting of August 15, 2008 was brought to order at 9:07 a.m.

**MINUTES OF May 9, 2008**

It was moved by Dean Mellas, and seconded by Lucinda Aborn, to approve the Minutes of May 9 as presented. The minutes were approved with one abstention (Wes Nance). There were no corrections or discussion.

**OUTSTANDING IT STANDARDS ISSUES**

Lee provided an update on the fiscal year 08-09 lab replacement. We completed LC22, WD1, ME3H, SLPA, PS1, PS5, Chemistry, and SS220 (AJ). This concludes the lab replacement plan for this fiscal year. All new computers will be ready for August 18 (1st day of fall) except for Chemistry. Their software needs have not been communicated to IT yet. Here is the list with details:

<b>Room location</b>	<b>Description</b>	<b>Quantity</b>	<b>Type</b>
SL 106	SLPA	8	PC
WD 1	Woodworking	25	PC
ME 3H	CNC	24	PC
CHEM	Chemistry	16	Notebook
PS 1	Physics	15	Notebook
PS 5	Physics	15	Notebook
LC 22	Paralegal	31	PC
SS 220	Administrative Justice	7	PC

**MONITOR STANDARDS**

Lee provided a handout with detailed specifications for two widescreen monitor options from HP, which was requested at the May 9th meeting. Information Technology recommended the L2045w for the 20" widescreen option, which is priced at \$279. The 2nd recommendation was the L2245w widescreen option, which is priced at \$299. Dean pointed out that that there was not much advantage of the 20" over the 22" since the price difference was minimal and that was the overall consensus. It was decided not to place these options on the web standards site because there are so few requests for these type of monitors. With phase 1 and phase 2 replacements, which include the 19" monitor as a standard, there is already a form to request an upgrade so it did not seem necessary. There was a discussion of the different DVI & HDMI ports. Bernice agreed to look into the options available on projectors

(with Norm) so we can maintain compatibility as well as trying to gain the best quality projection.

## **TECHNOLOGY MASTER PLAN**

Lee provided a handout of the Area plan for Business Services, which Jo Ann Higdon completed. The items in this report were already included in the IT Master Plan. The committee is encouraged to read the area plan and make any suggestions. We still need to review the student services and academic affairs area plans and include the relevant information within the master plan. Lee also reminded the group that the new and upcoming educational master plan and strategic plans will need to be reviewed closely so they can be combined with the IT master plan.

## **OTHER ITEMS**

Lee provided an update on the ShoreTel Voice over IP system that was implemented in the Bovis trailer, the communication center, and the IT department. The new system has received very positive feedback from users. Now that the evaluation has been completed, and the new system (with the latest software version) is available, Lee has been requested to provide a demonstration of the new phones and the software to accompany the phones (called ShoreTel Call Manager) to the committee. Lee will put this on the agenda for September.

Lucinda offered to look into the accessibility issues surrounding the phone system and would involve Tim as necessary. Lee will include a new section in the IT Master Plan as time permits.

Lucinda lead a discussion regarding accreditation. It is her belief, as well as the committee as a whole, that we consider any accreditation issues into our documentation and discussions and continue our overall support in meeting those needs.

Dean brought forward several CIS lab issues for discussion regarding disk drive space, powersave management software, Office 2000 & 2007 issues, and Visual Studio Suites. We also discussed the Microsoft Vista operating system. Lee assured the group that the Information Technology group is not prepared to roll-out Vista across the campus; however is very supportive of installing Vista in one or more CIS labs for instructional purposes.

Lee mentioned that the DC7800 is going to be replaced with the DC7900 and she will schedule HP to provide the committee with an update at the October meeting.

## **NEXT MEETING**

The next meeting will be held September 12, 2008 in LC-62.

The meeting was adjourned at 10:40 a.m.

Submitted By: Lee Krichmar