

**CERRITOS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY STANDARDS MEETING
APPROVED MINUTES
August 13, 2010**

PRESENT:	Lee Krichmar	Harry Riegert (Maricela Pedroza)
	Patrick O'Donnell	James Byun
	Lamont Freeman	Wes Nance (Jack Wilson)
	Bernice Watson	Mario Morales (Michele Kingston)

ABSENT:	Pilar Mata	Lucinda Aborn
	Student Rep	
	Bernie Negrete	
	Carl Bengston	

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

It was moved by Patrick to approve the minutes of May 14, 2010. Bernice seconded the motion. The minutes were approved with no changes.

3. IT STANDARD ISSUES

There were no outstanding IT Standard issues at this time.

4. TECHNOLOGY MASTER PLAN

Unfortunately, Pilar was unable to attend this meeting. She will bring a copy of the proposed updates to the Enrollment Management section of the IT Master Plan to the September IT Standards committee meeting.

5. iTunes U Accessibility

Unfortunately, Carl was unable to attend this meeting. He will provide an update on the accessibility of iTunes University at the September IT Standards committee meeting.

6. FREE WI-FI FOR STUDENTS & STAFF

Lee has not heard back from Holly Bogdonavich yet regarding funding or additional feedback on Wi-Fi from the students. This item will remain on the agenda until feedback from Holly is received.

7. Update on Samsung Digital Signage

Bernice provided an update on the current digital signs on campus. There are currently 2 signs in Community Education. One of them had bad fans and 3 of them were replaced and the sign has worked fine ever since. The other sign in that area had display problems and has worked fine since it was fixed. The response time by Samsungs technical support has been very good. There is a display wall in the AP building that is not using the Magic Info software and is working well. Bernice shared that the Magic Info software is difficult to use and not as easy as it appeared to be during the demo. Lee suggested that a lot of time not be expended on a new standard at this time. With the current budget situation on campus there are not any orders currently. The possibility of a new standard can be addressed if there are requests to purchase digital signs in the future.

8. OTHER ITEMS

Patrick provided an update on the 40 e-podiums that were going to have desktops replaced and have Office 2010 installed along with Office 2007. 36 of the 40 have been completed. Four are pending and will be completed when it's appropriate for the designated areas.

Jack asked if all the instructional labs will be upgraded to Windows 7. Lee and Patrick explained that the open labs have been upgraded to Windows 7 but not all of the instructional labs. The individual instructional labs will be upgraded on an individual basis and coordinated with the appropriate departments.

Bernice asked if new types of monitors arms have been discussed. Lee suggested she speak with Carl to improve the situation currently in the Teleconference center.

Lee shared a handout of the Daily Falcon dated Wednesday, April 14, 2010. There were "Green Tips from IT" in it that discussed using a thin and light font to save on toner.

James inquired if Faculty could upgrade to Windows 7 on their individual machines. Lee said the upgrade is available to anyone who would like to have it. They would just need to email the helpdesk and request it.

9. NEXT MEETING

The next meeting is scheduled for September 10, 2010 at 9:00 am in LC62.

10. ADJOURNMENT

The meeting was adjourned at 9:45 am.