

**CERRITOS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY STANDARDS MEETING
APPROVED MINUTES
December 10, 2010**

PRESENT:	Lee Krichmar	Kenny Lou
	Patrick O'Donnell	Mario Morales
	Jack Wilson	Pilar Mata
	Bernice Watson	Carl Bengston
	Kim Westby (Lucinda Aborn)	Maricela Pedroza (Harry Riegert)
	Lamont Freeman	
ABSENT:	James Byun	Steven Camarena

1. CALL TO ORDER

Lee called the meeting to order at 9:05 am.

2. APPROVAL OF MINUTES

It was moved by Patrick and seconded by Mario to approve the minutes of November 12, 2010.

3. IT STANDARD ISSUES

Lee informed the committee that a Lexmark printer had been on campus for evaluation purposes to be considered as a new printer standard. The Technology Division was considering a new color laser jet and agreed to evaluate a Lexmark color laser jet. Unfortunately it was picked up sooner than Lee expected and the committee was not able to look at it. The staff in the Technology Division evaluated it and were happy with it. Since Toshiba currently supports the campus copier needs and the district already has a contract with them we are able to acquire reduced pricing on printers and printer supplies and also printer maintenance and maintenance kits. Toshiba suggested looking at the Lexmark brand of printers. After doing a comparison it was determined that switching to Lexmark when purchasing new printers could save result in a savings to the District. Pilar asked if the comparison was done a price per page comparison or a toner cartridge price comparison. Lee informed the committee that it was a co-mingled comparison. Mario asked if the price comparison was done on the discounted price the college receives or on the public price. Lee explained that purchasing provided the price comparison based on what the college has paid historically for toner and ink supplies. Toshiba can get a

lower price than the college due to the volume they buy in. Jack asked if Toshiba was promoting Lexmark. No, Toshiba is both an HP and Lexmark reseller and partner. They will be happy to sell us either brand. Lee explained that on a side by side comparison Lexmark will beat HP in price every time. Lexmark was also carrying out "green initiatives" before it was politically correct to do so. Mario had concerns with the maintenance knowledge of new printers. They have significant experience with repair and parts of HP printers and they will have more down time working on unfamiliar printers. Maricela asked if the demonstration printer can be brought back to campus for further evaluation. Lee didn't see any problem with Lexmark bringing another demonstration unit but she feels it would more beneficial to evaluate a smaller black and white model that would have a higher probability of being purchased. Lamont also suggested they be able to duplex, which Lee assured the committee they did.

4. TECHNOLOGY MASTER PLAN

The IT Division plan was handed out to the committee. In this handout were the new goals for the IT department. Lee went over and summarized each goal. A lengthy discussion took place regarding the goals. Pilar asked about how the fax over IP would work and Patrick and Lee explained that when completed you should be able to send and receive faxes from your PC. Kim inquired about the faxes being able to be sent directly into Liberty (which is document imaging system used across campus). Maricela said that if the faxes could go into a folder then it would possible to export them into Liberty. Lee also said if sending them to a folder wasn't an option that they could be sent to an allocated email address and Maricela indicated that would work as well for exporting the information into Liberty. Jack asked about the queuing process for the Xerox software that would be used in conjunction with the Docutech for publication jobs. Lee explained that with the software faculty/staff would be able to electronically submit jobs to publication and follow the job online to see what the status was. Kenny asked about why a Windows print server couldn't be used without cost. Lee went on to explain that the software would put the files into the correct format to print directly on the Docutech. A Windows server could be used to print to the Toshiba, but it is much cheaper to print on to the Docutech than to the Toshiba copiers. The Docutech also provides for comprehensive workflow features, and is designed to do exactly what we are trying to offer to faculty and staff. Jack asked if it would be possible to send print jobs from off campus and Lee said it would be dependent on network issues but that would be the intent. From the discussion it was agreed upon that there would not be a savings in cost of printing materials but the benefit would be in the convenience of offering this new services to the campus community.

5. Expand Wi-Fi in Library

The students have decided to pay for two wireless access points and two ports for those access points which will be installed in the LRC. Carl wanted to clarify that these aren't two "new" areas. The additional access points will increase the capacity of users and expand the geographic space within the Library floor area. Jack inquired if there was wireless access in the independent lab area and Lee explained that the students based on their discussions were more concerned with the Library proper area. Kenny asked if there was a Wi-Fi map available on line. Lee informed him that Carl was in the process of updating that map now and Carl said the map could be linked to from the Library web site.

6. OTHER ITEMS

There were no other items discussed.

7. NEXT MEETING

The next scheduled IT Standards meeting was for January 14, 2011. However, due it falling during the first week of the Spring Semester it was agreed upon that the next meeting is scheduled for February 11, 2010 at 9:00 am in LC62.

8. ADJOURNMENT

The meeting adjourned at 10:35am.