

**CERRITOS COMMUNITY COLLEGE
INFORMATION TECHNOLOGY STANDARDS MEETING
APPROVED MINUTES
January 13, 2012**

PRESENT:	Lee Krichmar	Maricela Pedroza
	Carl Bengston	Lamont Freeman
	Patrick O'Donnell	Patrick O'Donnell
	Carlos Mera	Mario Morales
	Israel Cruz	Bernice Watson
ABSENT:	Terri Lopez	James Byun
	Kenny Lou	Jack Wilson

1. CALL TO ORDER

Lee called the meeting to order at 9:09 am.

2. APPROVAL OF MINUTES

It was moved by Patrick and seconded by Carlos to approve the minutes with changes. Israel Cruz should have been listed as present at the December 9th meeting. The minutes were unanimously approved with changes.

3. IT STANDARD ISSUES

It was suggested by Lee to the participants of the LRC re-model to consider NEC digital signage in addition to the Hitachi signage they were considering due to cost restraints within the overall budget. Even though the digital signage standard is not currently established they agreed to look into NEC. They did not take into consideration software and programming needs when evaluating digital signage options. The primary focus was on hardware costs and specifications.

The committee went to Bernice's office for a demonstration of NEC's Content Management Software (CMS) and to see the NEC 46" evaluation monitor. Bernice pointed out that the monitor is only a monitor and requires a dedicated PC for signage. Bernice said that the CMS was easy to add and remove media. However, the program does not allow a Microsoft Power Point presentation stream. Discussion took place regarding alternatives for the

Microsoft Power Point presentation such as making them into a movie, but Bernice Pointed out that from an editing stand Point this would be very time consuming. Bernice spoke to NEC and they had no alternatives to offer. Lee is going to look into other presentation software such as Open Office that work as an alternative to Microsoft Office. NEC's CMS is web based and the content we create lives on NEC's server which is good for the college in terms of storage space and bandwidth. Lamont asked if the software worked with MAC and PC. Bernice said it will not work with a MAC. The monitor we received for evaluation was NEC's Value series. The value series monitor did not have a display port, only VGA and HDMI. Carl asked if there were other options we could consider without the need for a monitor and PC. However, the consensus was that TV's aren't smart enough. Carl is going to look into other options; if he finds anything significant he will report back to the committee. Lee suggested that for now if a purchase is made for digital signage that we go with NEC over Samsung until the formal standard is established; the committee members agreed.

4. INFORMATION TECHNOLOGY UNIT/DIVISION PLANS

While discussion was taking place regarding the approval of the minutes from the December 9th meeting, Mario Pointed out that there is no room for a second computer room in the new Liberal Arts building. The location of a second computer room is still undecided and funding is currently unallocated.

5. OTHER ITEMS

No other items were discussed.

6. NEXT MEETING

The next scheduled IT Standards meeting is for February 10, 2012. Audio conference information will be made available for call-in attendance.

7. ADJOURNMENT

The meeting adjourned at 9:45 am.