

CERRITOS COMMUNITY COLLEGE

MINUTES OF INFORMATION TECHNOLOGY STANDARDS COMMITTEE

FRIDAY NOVEMBER 9, 2007
9:00-11:00 A.M. -- ROOM LC-62

MEMBERS PRESENT: Lamont Freeman, Lee Krichmar, John McGinnis, Dean Mellas, Deb Moore, Wes Nance, Bernie Negrete, Patrick O'Donnell, Harry Riegert, Bernice Watson

MEMBERS ABSENT: ML Bettino, Mario Morales

The meeting of **NOVEMBER 9** was brought to order at 9:00 a.m.

MINUTES OF SEPTEMBER 21, 2007

Lee asked if anyone was uncomfortable with the Minutes of the IT Standards Committee meetings being published in *draft* form on the web prior to approval. No objections were raised.

The Minutes of September 21, 2007 were reviewed by members in attendance. There was no discussion. It was moved by Dean Mellas, seconded by Bernice Watson, and accepted by attending members to approve the minutes as presented, with one abstention (Bernie Negrete).

FLAT SCREENS LA 4 AND LA 6

Hand-me-down LCD monitors were installed in LA 4 and LA 6. Wes reported that when students try to select and highlight a range of data on most of the used flat screens in LA 4 and LA 6 (particularly when using Excel '07), the selection will not highlight for them. Lee said there should be an option for changing the resolution to adjust brightness and contrast on the monitor. Committee members assisted with additional suggestions.

INSTALLATION OF NEW COMPUTERS/MONITORS

Lee reported we are standardizing on the convertible mini tower because it gives us the most expansion options. Bernie Negrete asked if the furniture has been measured to determine if there is going to be a problem with fitting the new computers to the space allotted. The response was if that came up in any particular area we usually could change the case if we wanted to, but the ¼" would probably not make that much difference.

DISCUSSION OF EVALUATION RESULTS REGARDING THE DC 7800

Lee provided a report concerning the Desktop DC 7800 we requested from Hewlett Packard as an evaluation unit. She explained that because the front of the box is all black, it is a challenge to see in any of the photos, but that they were able to evaluate the unit itself. The evaluation was very good. The CPU that we were able to get is an upgrade from the current CPU that we had on the prior standard on the DC 7700. Also, we are able to get 2GB of memory rather than 1GB in preparation for Vista.

PRICING AND SPECIFICATIONS

Referring to the information Lee put up on the screen, she explained that the pricing sheet printed for the prior meeting, is out of date. She explained that HP was able to provide us with the new system at the previous pricing of \$933. The new processor being proposed includes virtualization within the hardware -- not necessarily to be used this year but for the future years -- because these units last about 5 years.

The video on the unit is standard video, so if you work with a digital monitor, to get the real benefits you would need to buy another video card and utilize DVI. The analog was discussed and Wes said he had been under the impression that the analog was on its way out. Lee responded that there are some lines of computers that have DVI options, but not the business desktop.

Lee further explained that the PC quality was good and the Survey results have been positive on the DC 7700. With the standard desktop replacement of 250 computers this year, we went with an analog only monitor because of the price of \$199 and that we can standardize on the 19". The result of upgrading to the DC 7800 is more memory, faster CPU, and a new case. One of the few concerns from recipients has to do with the ergonomics because of the lack of adjustment to the height of the monitors. The area with the complaint was actually placing the monitor higher than it should be placed. So in reality there are not too many office configurations that cannot handle the monitor well. As an alternative, an inexpensive monitor stand could be purchased.

FEEDBACK

Lee explained that if a better video card is requested we usually recommend ATI cards that provide DVI as requested, on a one-on-one basis. Bernie asked if this could be an issue with different formats. Lee responded that she has not seen or heard of any issues. We've installed many single and dual DVI monitors & video cards.

It was mentioned that people are watching the increased popularity of HDMI. Harry clarified that HDMI is being driven by the consumer, and not business. He also stated that HDMI *will* take over, but not yet. Wes asked if the screen moved forward and back and Harry responded, "Yes, I believe they all do that."

Wes asked if faculty and students can purchase GST's equipment at the original price. Lee said she would ask GST if they are able to honor that price because we do not actually buy from GST, explaining that since we make the purchase through Hewlett Packard, they would have to decide. Our pricing is based upon educational pricing via the Glendale bid, so she was doubtful. After the meeting, Lee will follow-up and clarify to the group via email (see addendum A.)

She also noted that these new computers are not really designed for personal use because they are the business desktop line, so there might not be a great demand for them and they might not be as appropriate for the consumer as other HP models.

Lee reported that we will build a new base image for this hardware platform. Information Technology has returned the evaluation box already. This unit has one DVD burner and one DVD Driver. The reason we have two is because we are taking a standard unit that Hewlett Packard builds for lots of people and consequently we get the 2nd Drive basically free. Hewlett Packard is able to provide better pricing on their most popular items.

SURVEY RESULTS

Lee reported that when Phase 2 desktop replacements were being completed, after the hardware was distributed, a survey was distributed to gather information. She created a survey entitled, "Installation of your new Computer."

Lee reviewed the survey and the results with the committee. Lee reported that the survey, while anonymous, did not make it possible to assist people with specific computer issues that were reported. Some of the concerns expressed through the survey included: dislike of the new keyboard & mouse, lack of knowledge of use of DVD's and the DVD drive, and ergonomic concerns.

Over all, Lee said she is very pleased with the survey results, and asked for input from the committee. Lee explained that we have results other than what is shown in this one page, which she showed on the screen, but only the aggregate results are available for everyone to see, and not the actual details.

TECHNOLOGY MASTER PLAN

Lee announced that we as a committee are being asked to work on an Information Technology Master Plan. Basically, we would be responsible to decide what should go into the Master Plan. We can start the outline of the plan as one large group, and then we could apportion sections out to smaller groups if we want to. Moreover, she suggested the plan would include both instructional and administrative computing areas.

There were several comments made to suggest looking into gathering samples from other institutions.

She said she has looked at many IT master plans through the years -- some small, and some humungous. Nonetheless, many institutions don't have a technology plan that they make available via the web. Her conclusion is that we do *not* have what she would consider a satisfactory technology master plan. We have a strategic plan, but an overall technology master plan has never existed for Cerritos College.

Bernie Negrete asked what the purpose of a Master Plan should be, what the Mission Statement would include, who the clients are, who it will serve, and what is the goal we are trying to achieve? He also commented that there is not a typical master plan because there are so many different areas and individuals serving those areas.

Acknowledging Deb Moore's concern about a possible conflict with unit plans, Lee said because Patrick will be creating 4 unit plans for the Information Technology Department, we should be able to integrate some of that information into a master plan. She recommended starting from that point.

She also related that a lot of IT people from other institutions are not willing to share much on master plans because of security issues, since that does create some risk. The thing she has seen in such cases is the plan focuses on specific details for example, a poor infrastructure, and the plan is used for purposes of getting funding. She does not see *this* master plan as trying to achieve this goal.

Additional questions and comments and opinions concerning this issue included:

McGinnis: asked if this should be something that will address monetary issues? Lee responded that unit plans are a good tool as a means to provide that.

Negrete: We need to determine what the perspective of this document is to be. It should be one that addresses how the institute is going to make provision to meet the needs of the campus by Information Technology. It is a matter of the perspective from the top or the various areas at the institution.

McGinnis: Could we look at all the applications that are out there and then decide from a technology standpoint what is needed to support that? John McGinnis replied that he believed we need to begin by looking at the applications being supported and go from there. Lee believed that we should begin by looking from the bottom-up. She believed that we should start at the fiber infrastructure and move upward, leaving the applications for last.

Dean Mellas: Dean suggested that the way to address this is to identify the application, the service areas, their needs for support, and the people who can take responsibility for those areas and who understand the application for each, and then collect that together and then look into growth and expansion resulting from that. Lee responded that from an IT and a master plan standpoint, the applications don't matter in the implementation of the technology, and it seems irrelevant if that application is for Business or for the Language Lab, or whatever.

Dean Mellas: The issue is that certain applications are important in each area, and because of their choice, those details should be part of the Master Plan.

Overall, this topic will require a lot more dialog.

NEXT MEETING

Lee said she will be responding by email if she receives any new guidelines from the Coordinating Committee or Jo Ann.

AGENDA ITEMS HELD OVER FOR NEXT MONTH

Update on various codex media types not working – Bernice and Patrick.

The meeting was adjourned at 10:55 a.m.

Submitted By: Patricia Childress, Administrative Assistant

ADDENDUM -- A

QUESTIONS RAISED AND DISCUSSED – 11/09/07

At the IT Standards Committee meeting today, I did not have answers to the following. Below is my follow-up:

- Question: We wanted to know if a faculty member [or a student] at Cerritos College wanted to purchase a DC7800 for their PERSONAL use at home & with their own money, could they receive the same pricing?
- Answer from HP: "Hypothetically yes. This would be dependent on Cerritos College allowing the faculty member reimburse Cerritos college for the amount of the hardware. The reason for this is that HP is not allowed to extend institutional pricing to individual persons. Other than this, we do have a program that allows for employees and students of educational institutes to purchase HP hardware at discounted prices. The link for this is www.hpshopping.com/education. Also note that the hardware on this link is consumer oriented, similar to what you would find in retail stores such as Best Buy and Circuit City.
- Question: Does the HP 1906 19" standard monitor swivel forward & back?
- Answer: Yes, it swivels forward & back. It does not adjust up & down, or rotate sideways.

For those that were not in attendance today: the committee came to the decision that I would complete our IT Unit Plans and using this information begin building an IT Technology Master Plan since many IT topics will be addressed in the Unit Plans. Then, we will review the Accreditation Report, and pull some appropriate information from that venue. After that, we will continue filling in any blank areas as necessary. FYI - I will provide Technology Master Plans from other schools to use as examples when the appropriate time comes. I have copies of Cabrillo, Palomar, and Mira Costa.

Addendum Submitted By: Lee Krichmar, Director, Information Technology