

**CERRITOS COMMUNITY COLLEGE  
INFORMATION TECHNOLOGY STANDARDS MEETING  
APPROVED MINUTES  
October 8, 2010**

<b>PRESENT:</b>	Lee Krichmar	Steven Camarena
	Lucinda Aborn	James Byun
	Jack Wilson	Pilar Mata
	Bernice Watson	Carl Bengston
	Lamont Freeman	

<b>ABSENT:</b>	Harry Riegert (Maricela Pedroza)	Patrick O'Donnell
	Kenny Lou	Mario Morales

**1. CALL TO ORDER**

Lee called the meeting to order at 9:04 am.

**2. APPROVAL OF MINUTES**

It was moved by Pilar to approve the minutes of September 10, 2010. The minutes were approved with no changes.

**3. IT STANDARD ISSUES**

Lee said that a few orders have been going thru for various items and some areas are moving forward on large capacity color and B&W printers. The existing contract for the copiers on campus has included in it the option for maintenance on printers as well. Up till now none of the printers have been put under this agreement but it's a significant savings in supplies and maintenance. We are now looking to move the areas with the largest printing counts into this agreement area of the existing contract. Bernice asked about the fax capabilities of the copiers. Lee informed everyone that some of the copiers have a fax card but not all of them.

**4. TECHNOLOGY MASTER PLAN**

Discussion took place regarding suggested changes and feedback on the enrollment management section (plan). Pilar did not receive anything from the committee but did include some additional information from an email that was received that seemed pertinent. Jack provided suggestions and feedback on some of the areas. Discussion took place regarding the suggestion and Pilar will go back over the document and make some additional changes. Lee suggested that the draft of the plan be posted to the web since its superior to the document that is currently available. Lucinda wanted to confirm that the document will be sent to Stephanie in

A&R, ML in the VP office and Kim in Financial Aid. It was agreed upon that Pilar will make the changes and send the draft document to Lee and she will post it and send it to Stephanie, ML and Kim.

#### **5. iTunes U Accessibility**

Patrick and Tim were unable to get to this agenda item and it will be held over until the following meeting.

#### **6. OTHER ITEMS**

Jack asked about conflicts that occur when machines have both Office 2007 and Office 2010 installed. Lee informed him that it is not what is recommended. The recommendation is that most current suite be installed but there are instances where some areas have a need for both based on what is being taught.

Bernice mentioned that they are finding problems with students logging in and using the e-podiums and pulling out cords and things. Lee will look into restricting students from logging into the e-podiums. Steve said many of the clubs used the e-podiums but since they are required to have an advisor with them perhaps they should just be advised they cannot log in and need to have the advisor log on.

Bernice also brought up an issue with the new computer in LC155 going into sleep mode and that they are having problems bringing it out of that mode. James said he is experiencing a similar problem with the new computers. Lee is going to open help desk tickets to address the problems that Bernice and James mentioned.

#### **7. NEXT MEETING**

The next meeting is scheduled for November 12, 2010 at 9:00 am in LC62.

#### **8. ADJOURNMENT**

The meeting was adjourned at 10:10 am.