

**Peralta Community College District  
PBIM – District Technology Committee - Meeting Minutes  
District Board Room  
May 3, 2013 from 8:30am – 10:30am**

Present: Fabian Banga, Anita Black, Lilia Celhay, Vina Cera, Jannett Jackson, Calvin Madlock, Antoine Mehouelley, Charles Neal, Mike Orkin, Jo Ann Phillips, Manny Uy, Mark Wilson, Mary Louise Zernicke, Bryan Gibbs, Lee Marrs, Bala Sampathraj, David Sparks  
 Guests: Joseph Bielanski, Adela Esquivel-Swinson, Vincent Koo, Tina Vasconcellos  
 Facilitator/Recorder: Karolyn van Putten, Evelyn Lord  
 Absent:

Agenda Item and Presenter(s)	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved/Unresolved?)
<b>Meeting Called to Order</b>	9:00 am		
<b>I. Review and Approval of Agenda</b> Facilitator	Approved		
<b>II. Review and Approval of Minutes from April 5, 2013 Meeting</b> Facilitator	Approved		
<b>III. DTC Task Force IT Prioritization Recommendations from the colleges and District IT</b> Facilitator/AVC Madlock	<p>Included in the packet from AVC Madlock is a memo that the DTC sent to the Planning and Budgeting Council (PBC). There were PBC members who felt that their college was at a disadvantage. The Council deferred it back to this committee. The assumption was College of Alameda and Merritt College opted out of the process. The subcommittee did not inform AVC Madlock that they needed more time.</p> <p>Mr. Sampathraj admitted that he “dropped the ball on this one” because he didn’t know that he was on the subcommittee (task force). Note: Page 2 of 8 of the April 5<sup>th</sup> meeting minutes listed the</p>		

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	<p>members of the task force.</p> <p>Mr. Banga sent out multiple emails and tried to coordinate multiple meetings. However, only a few people responded and only Mr. Banga and Mr. Mehoulley showed up. The rubric was emailed to everyone. Mr. Banga and Mr. Mehoulley spent many hours putting together the rubric for their respective colleges and forwarded it to AVC Madlock.</p> <p>BCC also spent numerous hours in putting the numbers together. Per Ms. Celhay, the information was presented to the various departments/committees at BCC for feedback.</p> <p>The week following the last DTC meeting, the rubric was presented to COA’s Tech Committee and they fully participated in it. However, there was miscommunication between Mr. Sampathraj and Mr. Uy as to who would be able to attend the meeting.</p> <p>Per Ms. Zernicke, at the last DTC meeting she mentioned that it was going to be difficult for the subcommittee to come up with the numbers by the deadline. Merritt’s tech committee was busy with the computer refresh project. Patricia Rom from the tech committee didn’t have enough time to get a firmer number.</p> <p>Mr. Banga believes the problem was not the rubric or scheduling, but getting the numbers from the campuses because people were not responsive to the emails. Subcommittee members did not inform Mr. Banga that they needed more time.</p> <p>Ms. Black recalled receiving emails and was aware of the scheduling conflict. Ms. Black expressed concerns regarding the IT priority list criteria. It was clear to her that some did not understand the criteria, while others did.</p>		
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	<p>Per Dr. van Putten, from the time the BAM IT language was provided to the PBC, DTC members knew about the deadline and that we were running behind schedule. The DTC set the priorities and determined how it was evaluated. Something was done toward the deadline at every meeting. We were very clear what the distinction was and what was expected. It was documented in the meeting minutes.</p> <p>Per AVC Madlock, there should be an estimate based on experience to identify what was funded and unfunded. The focus is on the unfunded technology such as infrastructure refresh, i.e. network, server, and storage refresh. AVC Madlock expected those items to be on each college's priority list.</p> <p>COA had a meeting this past Monday and is ready to present their numbers. Merritt College also has a priority list, but didn't want to submit it without the match numbers.</p> <p>AVC Madlock suggested that the two remaining colleges still submit their list regardless of the decision we make. If the PBC does not endorse it, it still gets forwarded to the Chancellor and the Chancellor makes the final decision.</p> <p><b>Motion (Cera, Phillips) to move forward the original priority list.</b> AYES: 6 NAYS: 6</p> <p><b>Motion (Orkin, Marrs) to send the original prioritized list to the PBC and include COA and Merritt at the end of the document as unprioritized and provide an explanation. The list must be submitted to the AVC of IT by 3:00pm on Monday, May 6, 2013.</b> AYES: 11</p>		
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	NAYS: 1		
<b>IV. Review/Assess IT Strategic Plan Progress</b> Facilitator/AVC Madlock			
<b>V. DTC Goals for AY 2013-14</b> <i>Postponed: Alignment of college IT needs/priorities with District IT Strategic Plan projects/timeline (carry forward to AY 2013-14)</i> AVC Madlock/Facilitator			
<b>VI. Finalizing a process for addressing technology needs that involve facilities planning and execution (coordination with the DFC and/or Department of General Services?)</b> Facilitator/AVC Madlock	<p>Tabled for the next meeting</p> <p>AVC Madlock completed 50% of the modification to the IT process.</p>		
<b>VII. Smart Classrooms maintenance and support: current status and future planning</b> Facilitator/Co-Chairs	<p>Per Mr. Banga, engineers from all four colleges met. Three of the four colleges are facing a problem with the support of Smart classrooms. Mr. Mehoulley suggested having all four colleges come together for better pricing negotiation and get on one contract. AVC Madlock is to coordinate with the vendor.</p> <p>Mr. Banga suggested for the DTC to develop a plan for maintaining, supporting, and increasing the number of Smart classrooms.</p>		

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<p><b>VIII. District IT Reports/Update:</b> AVC Madlock/Banga</p>	<p>a) PeopleSoft Upgrade and PeopleSoft Resolution Team – timelines, etc.</p> <ul style="list-style-type: none"> <li>• Upgrade is on schedule – functional users are required to be available to validate on Saturday, May 18<sup>th</sup>. We will have a contingency plan in place.</li> <li>• Credit card payments are now officially PCI compliant.</li> </ul> <p>b) Financial Aid Module Implementation Plan</p> <ul style="list-style-type: none"> <li>• We currently have three potential implementers.</li> <li>• A selection committee was put together.</li> <li>• We will have a vendor by the June Board meeting.</li> </ul> <p>c) Electronic Content Management Project (<i><b>ECM</b></i>, formerly known as “Document Management System”)</p> <ul style="list-style-type: none"> <li>• It will be presented at the May 14<sup>th</sup> Board meeting.</li> </ul> <p>d) Computer Use Guidelines (pertaining to AP 3720 – Telephone, Computer and Network Use)</p> <ul style="list-style-type: none"> <li>• Created by AVC Madlock and submitted to the Director of Enterprise Services for review.</li> </ul> <p>e) Distance Education (<i>Banga</i>)</p> <ul style="list-style-type: none"> <li>• None</li> </ul>		
<p><b>IX. Reports from Colleges</b> College Reps</p>			
<p><b>X. New Business</b> Facilitator/Orkin</p>	<p>Dr. Orkin will send out a PBIM survey via survey monkey. There will be discussion on the PBIM process at Summit in August.</p>		
<p>Adjournment:</p>	<p>10:35 am</p>		
<p>Next meeting:</p>	<p>August 23, 2013</p>		

Minutes taken by Sui Song