

**Peralta Community College District  
PBIM – District Technology Committee - Meeting Minutes  
District Board Room  
February 1, 2013 – 8:30am – 10:30am**

Present: Fabian Banga, Anita Black, Lilia Celhay, Vina Cera, Jannett Jackson, Calvin Madlock, Lee Marrs, Charles Neal, Mike Orkin, Jo Ann Phillips, Bala Sampathraj, Manny Uy, Mark Wilson, Mary Louise Zernicke  
 Guests: Joseph Bielanski, Ron Gerhard, Bob Grill, Antoine Mehouelley  
 Facilitator/Recorder: Karolyn van Putten, Evelyn Lord  
 Absent: Bryan Gibbs, Nate Heller, David Sparks, Inger Stark

Agenda Item and Presenter(s)	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved/Unresolved?)
<b>Meeting Called to Order</b>	8:40 am		
<b>I. Review and Approval of Agenda</b> Facilitator	Agenda approved unanimously. Motioned by Fabian Banga, Second by Jannett Jackson.		
<b>II. Review and Approval of Minutes from December 7, 2012 Meeting</b> Facilitator	Minutes from the December 7, 2012 meeting were approved unanimously. Motioned by Vina Cera, Second by Jannett Jackson.		
<b>III. Revised DTC Planning Calendar incorporating DTC Goals and Priorities fro 2012-13 (Based on PBC expectations/Planning Calendar)</b> Facilitator/AVC Madlock	The revised calendar shows with arrows the items that need to be moved: Items from December 2012 meeting are moved to the February 2013 meeting, but since there was no meeting last month, those items will have to be moved to the March 2013 meeting.  The review of the IT Strategy gets pushed to April 2013 and the recommendations for the IT Projects get pushed to May 2013.		
<b>IV. Review of consolidated definition of "technology" for IT budgeting purposes</b> Facilitator/AVC Madlock	AVC Madlock read the handout with the definition of technology and after discussing it the following was agreed upon:  "Any device (hardware, software, or peripherals) that is intended to connect to the network and for which staff is required to install, maintain and/or operate said devices and software as it applies to the use of computing and/or telecommunication equipment in order to retrieve, store, transmit,		

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	<p>process, maintain, manipulate, or create data."</p> <p>MOTION TO APPROVED THE DEFINITION OF TECHNOLOGY AS REVISED.          Motioned by Charles Neal, Second by Lee Marrs.          Abstain: Vina Cera          Motion Passes</p>		
<p><b>V. Finalizing template for collecting D-W IT needs from the colleges and District IT</b>          AVC Madlock</p>	<p>This document includes a template for the budget and one for the narrative. It does not have to be used for the refresh process this year, but some of this type of information will be helpful to keep track of the equipment.</p> <p>The second tab in the budget document is to include supporting documentation as to who the computer is for, the location, the specs, etc. Each college/department should modify this template to add any other information they consider necessary (serial numbers, date equipment was purchase, etc.)</p> <p>VC Gerhard strongly suggests using this template for all purchases no matter the sources of funding.</p> <p>COA will be using it as an inventory tool for all college technology purchases.</p> <p>This will help with district-wide collection of data and implementation of software district-wide.</p> <p>One concern from the Chancellor is that this document is very complex. Who will be responsible for populating it?</p> <p>The colleges need to coordinate this effort. VP Black was going to ask for the support staff of all divisions at Merritt College to collect their budget information and to work with the College Network Coordinators.</p> <p>Karolyn van Putten suggests that College Network Coordinators provide the final input. She agrees that each division should gather the budget information needed, and present it to their college technology committee,</p>		

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	<p>and from the tech committees to be sent to the College Network Coordinators.</p> <p>Process should be as follows:</p> <ol style="list-style-type: none"> <li>1. Any entity that requests equipment that will be purchased with district funds, will fill out the template with as much information as they have.</li> <li>2. This information will be forwarded to the Colleges Technology Committee for College Network Coordinators to aggregate the list.</li> <li>3. Once completed the list goes back to the Colleges Technology Committees to be forwarded to DTC.</li> <li>4. DTC will revise this information in order to accommodate district-wide needs and to determine what the priorities are across the district for matching funds. DTC will then forward to PBC. IT purchases made without matching funds are presented informationally only.</li> </ol> <p>There are concerns that this will slow down our purchasing process even more. Especially for the refresh purchases.</p> <p>VC Gerhard mentioned that at the PBC there was recommendation to form an ad-hoc committee to revise, evaluate and streamline the Measure A procurement process. Business managers will be part of this committee, which is in the process of scheduling their meetings.</p> <p>VP Black asked about the scanning of serial numbers by the purchasing department, at which VC Gerhard explained that the district purchased software that was supposed to interface with PeopleSoft to tag asset numbers, but this software has not been installed. Warehouse staff is manually entering his information, but they can only tag the equipment being ordered to a PO. They don't have information as to who will be using each computer/laptop.</p> <p>President Jackson would like to be added to the ad-hoc committee.</p>		
<b>VI. Developing a process for</b>	Karolyn van Putten proposed removing the word 'aggregating' from the title		

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<p><b>determining &amp; criteria for prioritizing D-W IT needs and collecting/aggregating College/District IT needs</b>          AVC Madlock/Banga/Samphraj</p>	<p>of this item.</p> <p><u>PROCESS FOR PRIORITIZING:</u>          Karolyn went over the Process Flow handout and explained that DTC only approves a prioritization list in order to move it forward to PBC.</p> <p>It was suggested to change 'approves/revises' with 'endorse/revises.'</p> <p><b>DTC will only review requests from the colleges that require additional matching money that might be available. If the colleges have approved funds for their IT needs, DTC does not need to endorse/revise the list. It will be up to the colleges to share that information with DTC for informational purposes only.</b></p> <p>MOTION TO APPROVE THE PROCESS WORKFLOW FOR DETERMINING AND COLLECTING DISTRICT-WIDE IT NEEDS WITH THE FOLLOWING CORRECTION:          Item# 6: DTC Collects all college and district service center IT needs templates and appoints a subcommittee to review and <del>aggregate</del> <u>prioritize</u> needs.          Item# 7: DTC subcommittee brings <del>aggregate</del> prioritized needs to full body for review at its next monthly meeting.          Item# 8: DTC <del>approves/revises</del> revises/endorse <del>aggregated</del> prioritized list, including notable exception to group decisions, and forwards it along with a memo to the PBC for review/approval.</p> <p>Motion by Lee Marrs, Second by Jannett Jackson.          Approved Unanimously</p> <p><u>CRITERIA FOR PRIORITAZION:</u>          This list came up from the rubric BCC uses to prioritize their IT needs.</p> <p>Range of Use refers to physical space available to house equipment and the extent of the population being served. In the case of BCC, multiple departments collaborate to make better use of their facilities, like computer labs.</p>		
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	<p>MOTION TO APPROVE THE CRITERIA FOR PRIORITIZING DISTRICT-WIDE NEEDS. This is a general criteria and each college is encouraged to come up with their own rubrics.</p> <p>Motioned by Calvin Madlock, Second by Lee Marrs. Approved Unanimously.</p>		
<p><b>VII. Alignment of college IT needs/priorities with District IT Strategic Plan projects/timeline</b> Facilitator/AVC Madlock/Dean Stark</p>	<p>Item tabled for next meeting.</p>		
<p><b>VIII. Review and approve AP 3720 – Telephone, Computer and Network Use</b> Facilitator/AVC Madlock</p>	<p>AVC Madlock and Bob Grill worked together on AP 3720 (Telephone, Computer and Network Use) and it was well received by management, faculty and PFT.</p> <p>This is a living document that can be amended. The union and the administration have approved it.</p> <p>This policy was approved by PBC at their January meeting with the contingency that it needed to be reviewed by DTC.</p> <p>David Betts brought his concerns regarding some of the language: Under I. Legal Parameters &gt; B. Regulations &gt; 5. Removal of Equipment (page 1), he would like it to read 'without management implied authorization' AVC Madlock explained that this change will require going back to re-negotiate with the body that approved the policy.</p> <p>Under II. Unauthorized Computer and Network Use &gt; E. Prohibited Activities &gt; 3. Harassment (page 3), he recommends for line under c. to read 'sexually explicit <u>materials</u>' There were no objections to this revision.</p>		

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	<p>Under III. District Users Rights and Responsibilities &gt; D. User Responsibilities (page 4), at the end of the 3<sup>rd</sup> paragraph, he would like to change the word instructional to learning. Fabian Banga and President Jackson disagree with this change. Fabian explained that in the process of instruction, faculty can bring terms and/or subject matter than can otherwise be considered improper.</p> <p>MOTION TO APPROVE AP 3720 – TELEPHONE, COMPUTER AND NETWORK USAGE WITH CORRECTIONS TO ITEM II AS DESCRIBED ABOVE. Motioned by Mike Orkin, Second by Jo Ann Phillips. Approved Unanimously.</p>		
<b>IX. District IT Reports/Update:</b> AVC Madlock/Banga	No reports from District IT, due to the short length of the meeting.		
<b>IX. Reports from Colleges (Including Smart Classrooms Status)</b> College Reps	No reports from the colleges, due to the short length of the meeting.		
<b>X. New Business</b> Facilitator			
Adjournment:	10:40 am		
Next meeting:	March 1, 2013, 9:00am to 12:00pm		

Minutes taken: Silvia Cortez

Attachments: DTC Meeting Agenda – February 1, 2013  
DTC Meeting Minutes – December 7, 2012  
DTC 2012-13 Planning Calendar – Revised Draft  
PCCD Definition of Technology  
Templates for Collecting District-wide IT Needs (Budget Spreadsheet and Narrative)  
Process Flow and Criteria for Prioritizing District-wide IT Needs  
Rubric to Develop Criteria for Prioritization  
AP 3720 – Telephone, Computer and Network Usage