

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

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

| Agenda Item and Presenter(s) | Discussion | Follow-up Action | Decisions (Shared Agreement/ Resolved/Unresolved?) |
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| Meeting Called to Order | 8:15 am Mark Wilson is the new Student Rep. AVC Madlock introduced the new Director of Enterprise Services, Ranell Holmes. Director Holmes comes with extensive community college experience from LACCD. | | |
| I. Review and Approval of Agenda Facilitator | Agenda approved unanimously. Motioned by Lee Marrs, Second by Vina Cera. | | |
| II. Review and Approval of Minutes from December 7, 2012 Meeting Facilitator | Minutes from the February 1, 2013 meeting were approved unanimously. Motioned by Anita Black, Second by Fabian Banga. | | |
| III. Update: Revised DTC Planning Calendar incorporating DTC Goals and Priorities fro 2012-13 (Based on PBC expectations/Planning Calendar) Facilitator/AVC Madlock | The calendar is done, but this year we are running behind. We were expected to do the prioritization at our December meeting, but that didn't happen until this month. This action has pushed other items to later in the ear. College prioritization lists should be brought to DTC in order to have a standardized process, which will help to establish and develop a budget for IT needs. It will help PBC to see how much money the colleges are spending/need in technology purchases and how much money will be needed for the matching portion. Since none of the committees meet during | | |

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| | <p>summer, DTC should have this lists before May in order to present them to PBC at their September meeting. Today we will review all the documents needed for gathering the lists.</p> <p>The colleges are strongly encouraged to use these templates for the computer refresh, but it is not necessary.</p> <p>Berkeley City College is using their Program Reviews as a based document to populate the template for IT needs.</p> <p>Keep in mind that if the college has the funds to purchase the equipment needed, there is no need to present any documentation to DTC, unless it is for informational purposes. The only time DTC will prioritize is when the colleges are requesting funds for technology purchases and if there are any funds left from the previous year (BAM language).</p> <p>VP Black brought the issue of Measure A purchases and finding out how this process is being streamlined. It is her understanding that the colleges do not have control over infrastructure related to technology and it is her understanding that this is the responsibility of General Services.</p> <p>There have been some projects that are 90% technology, but because they involved infrastructure GS has taken the lead and this creates issues.</p> <p>Karolyn van Putten suggests adding this item for discussion at our next DTC meeting. Co-chairs will come up with a draft of the process on how to deal with these types of projects at the district.</p> <p>AVC Madlock said that capital projects should be handle by GS, but IT will have to work more closely with GS. He is not sure how these project have been handle in the past, but it is his experience that IT should be involved since the beginning of such projects.</p> | | |
| <p>IV. Review of consolidated definition of "technology" for IT budgeting purposes Facilitator/AVC Madlock</p> | <p>Please refer to definition in minutes from last meeting.</p> <p>Concerns that this definition does not include Audio-Visual equipment that does not connect directly to the network, but its necessary for smart-classrooms.</p> | | |

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| | <p>Also, does it need to include old equipment that does not have an IP address?</p> <p>Revised definition of technology: "Any device (hardware, software, or peripherals), <i>that stands alone or</i> 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, process, maintain, manipulate, <i>project</i> or create data."</p> <p>MOTION TO APPROVE THE REVISED DEFINITION OF TECHNOLOGY. Motion by Lee Marrs, Second by Fabian Banga. Passed Unanimously.</p> | | |
| <p>V. Review template and associated documents for collecting D-W IT needs from the colleges and District IT – Clarifying Purpose, Process and Function (Operational) AVC Madlock/Facilitator</p> | <p>Committee made the following suggestions to improve the template:</p> <ul style="list-style-type: none"> • Add a legend. Even though, the definition is displayed when you hove over the acronyms, it will be helpful to have a legend for when the document is printed. • Use Employee ID# instead of SS#. • Add column for Serial Number • Change Operational Outcomes to IT Strategy Themes <p>Co-chairs will review the template and make the suggested changes.</p> | | |
| <p>VI. Alignment of college IT needs/priorities with District IT Strategic Plan Projects/timeline Facilitator/AVC Madlock</p> | <p>Alignment of college IT needs with District IT Strategic Plan will help with projects that required district-wide implementation and/or coordination.</p> <p>It is important to have this alignment because some projects will require leadership, funds and coordination at the district level.</p> <p>It will help to have a designated IT and GS liaison for each of the colleges.</p> <p>Also, anything that requires data collection should be coordinated district-wide.</p> | | |

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| | We are looking to align the college plans and the IT strategy. | | |
| IX. District IT Reports/Update: AVC Madlock/Banga | <p>a) <u>Email to the cloud (Gmail) project status:</u> AVC Madlock is waiting to have a Project Manager on board in order to rollout this project. Right now IT has too many projects for the existing staff.</p> <p>The position of Project Manager should be posted within the next month.</p> <p>b) <u>PeopleSoft Upgrade – timeline, etc.:</u> Right now we are in the testing phase. There are several types of testing: Unit Testing (developers test), Integration Testing, System Testing (functional leads), and User-integration Testing (end-users). We should be done with testing by April.</p> <p>IT is using a consultant to do some of the testing, but they will be done with their part soon and end-users will start their part of testing.</p> <p>The Steering Committee for the PS Upgrade project will be meeting next week. They will be in charge of determining when implementation will take place. We need to look at the academic and payroll calendar to select the best date possible.</p> <p>Implementation weekend will last about 74 hours. The PS system will be shut down at 5:00pm on Thursday and it will be back up on the following Monday at 8:00am.</p> <p>Oracle will come out to do demos of the new features after the upgrade. Right now IT is working with faculty to set up a time/date for a demo on Gradebooks.</p> <p>Karolyn van Putten reminded everyone that she needs feedback and input from faculty in order to set up this demo as soon as possible.</p> <p>The upgrade will involve minor changes to the system and the users will experience these changes. IT is putting together an Implementation Plan that will inform the users of all these changes.</p> | | |

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| | <p>The PS upgrade involves HCM (Human Capital Management) and Campus Solutions (Student Administration). Keep in mind that Peralta has not done an upgrade since first implementing PS.</p> <p>c) <u>End device/asset management results ("Big Fix" – www.bigfix.com), including Java Security risks and plan for addressing same:</u> This project has been completed and now it becomes an ongoing operation for the IT Department.</p> <p>AVC Madlock will be sending out a memo regarding Java security risks. The ENG group discussed this issue and the plan of action is to review the need for Java. We will either uninstall the program or deploy the hot fixes for it.</p> <p>The communication from AVC Madlock will be sent via the Help Desk and not Announcements.</p> <p>d) <u>Enterprise Content Management Project (ECM, formerly known as "Document Management System"):</u> General Counsel is reviewing the contract and SOW for this project.</p> <p>This is the scanning solution, which will scan and index documents. A&R and GS have priority on this project, as they are the department with the most documents needing scanning and indexing.</p> <p>A&R will be scanning transcripts. This system works with PS, so after scanning the transcripts they will be moved to PS.</p> <p>Committee members had several questions as far as if the system will work with software being used at the colleges for employees with disabilities, whether or not the colleges are responsible for purchasing their scanning equipment, and what the specifications for such equipment are. AVC Madlock explained that the project has not started yet, but he will be bringing information forward to this committee. Also, every project AVC Madlock is involved in will have an implementation plan that will show the users how the system works.</p> | | |
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| | <p>e) <u>Computer Use Guidelines (pertaining to AP 3720 – Telephone, Computer and Network Use):</u> The Administrative Policy has been approved and IT will be putting together guidelines governed by this AP. ENG will be assisting with these guidelines.</p> <p>CENIT is the internet provider for the colleges and the district and we need to be compliant with their rules and regulations.</p> <p>The Computer Use Guidelines will include rights and responsibilities, appropriate use of email and the networks, legal aspects, etc.</p> <p>Fabian Banga asked if it would include the use of open networks? AVC Madlock explained that one of the projects within the IT Strategy is the increase of bandwidth and improvement of wireless service at the colleges. We need to secure our networks and this might mean the implementation of special logins for students and guests.</p> <p>f) <u>PeopleSoft Resolution Team (PRT)</u> The PS Upgrade is being discussed at this group.</p> <p>g) <u>Smart Classrooms (District-wide planning for Phase II)</u> In 2008 GS developed a process by which faculty was involved in the setup of the framework for smart-classrooms. Faculty and GS worked with a consultant for about 3 months to implement the feedback. At that time we neglected to include computers, but this oversight was corrected and revised.</p> <p>There are three levels of smart-classrooms. Level 1 includes a whiteboard, camera, two projectors, microphone, computers and equipment necessary to operate all these equipment.</p> <p>Faculty was involved in both the design and implementation of the process. BCC did not take part because they already have smart-classrooms.</p> <p>VC Black explained that Merritt College is still dealing with some ongoing</p> | | |
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| | <p>issues related to smart-classrooms. One of the biggest issues relates to keys and key cards, but as far as equipment, everything is moving along.</p> <p>Fabian Banga mentioned that all smart-classrooms at BCC are Level 1 and that VC Ikhara promised that the district would pay for at least one Level 3 smart-classroom. Both Karolyn van Putten and VP Black mentioned that this did happen at Laney and Merritt College.</p> <p>Laney has two Level 3 smart-classrooms and the ability to do two-way communication, but this has not been setup.</p> <p>Issues regarding the lack of security and the installation of cameras in the smart-classrooms have been brought to the Board. The placement of cameras in the classroom is a union and faculty senate issue. The cameras have not been removed, but they will remain un-operational until this issue is resolved.</p> <p>AVC Madlock asked if IT was involved when this project got started? Antoine Mehouelley explained that the colleges were involved during the planning stage through their Technology Committees, but he is not sure what the district's involvement was during this phase.</p> <p>The smart-classroom project got started to improve the instructional technology at the colleges. We need to have more phases in order to keep up with the changes in technology.</p> <p>Student Representative Mark Wilson mentioned that out of 5 classes taking place in a smart-classroom, only one instructor has use the equipment to show a video. Some instructors do not have the keys to access the equipment because they have not yet attended the smart-classroom training.</p> <p>Karolyn van Putten expressed her concerned regarding the poor use of smart-classrooms and the need for faculty training and the willingness of faculty to participate in training.</p> <p>VP Black and Mary Louise Zernicke shared that this is not the case at Merritt College. The College Network Coordinator has done a lot of</p> | | |
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| | <p>training and faculty have trained each other.</p> <p>In order to move forward, we need to have a better integration of IT and GS, as well as input from faculty at every level of the process.</p> <p>h) <u>New IT staffing, hiring in progress, future IT staffing needs:</u> AVC Madlock shared the org chart he has presented to VC Gerhard and Chancellor Ortiz regarding the future staffing of the IT Department. All the positions in red are unfunded.</p> <p>A Director of Technology Services has been chosen and will be presented at the next Board meeting. The person selected has experience with smart-classrooms, Big Fix, and EMC.</p> <p>AVC Madlock is hoping to get a Project Manager that will assist with the implementation of the 31 projects IT is working on.</p> <p>The implementation of the FA PS module will require IT to have Application Software Analysts for this module.</p> <p>IT will start to work more closely with the college network coordinators.</p> <p>AVC Madlock and VP Black will meet to discuss the integration of student workers in the IT Department.</p> <p>i) <u>Server virtualization process and disaster recovery project status:</u> AVC Madlock is not sure what happen with this project. He discussed it with the ENG group and it looks like there was a project to do server virtualization and disaster recovery.</p> <p>The equipment that was purchase has been located, but this is very complex equipment that requires training.</p> <p>It seems like the original intent was for the virtualization of the PS servers, but it has been decided that this project needs to be re-evaluated and probably needs to include disaster recovery not only for PS, but for email and the W drive.</p> | | |
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| | <p>Not all the funds approved by Board have been spent, but we did miss the deadline for the rebate.</p> <p>j) <u>Distance Education</u> (Banga): Summer Moodle shells for faculty will be done by March.</p> <p>Fabian asked if maybe the virtualization of the Moodle servers could be included in the Server Virtualization and Disaster Recovery Project.</p> <p>Faculty experiencing problems with shells created with an older Moodle generation should contact the Moodle Help Desk (online@peralta.edu).</p> | | |
| <p>IX. Reports from Colleges (Including Smart Classrooms Status) College Reps</p> | See Item IX | | |
| <p>X. New Business Facilitator</p> | <p>AVC Madlock mentioned that IT has completed the Financial Aid SOW to will go out on the bid for this project. As soon as the PS upgrade is completed, we will start on this project.</p> <p>The revised IT Priority List will go out within the next 10 days.</p> | | |
| Adjournment: | 11:55 am | | |
| Next meeting: | April 5, 2013, 9:00am to 12:00pm | | |

Minutes taken: Silvia Cortez

- Attachments:
- DTC Meeting Agenda – March 1, 2013
 - DTC Meeting Minutes – February 1, 2013
 - PCCD Definition of Technology
 - IT Budget Narrative Form – Planning Model
 - IT Budget Request Form – Planning Model
 - AP 3720: Telephone, Computer, and Network Use
 - Rubric to Develop Criteria for Prioritization