

**Peralta Community College District
PBIM – District Technology Committee - Meeting Minutes
District Board Room
March 2, 2012 – 9:00am – 12:00pm**

Present: Alexis Alexander, Fabian Banga, Vina Cera, Lee Marrs, Charles Neal, Mike Orkin, Jo Ann Phillips, Inger Stark (via CCC Confer), Tony Tortorice, Manuel Uy
 Guests: Antoine Mehouelley
 Facilitator/Recorder: Karolyn van Putten, Rebecca Kenney
 Absent: Bryan Gibbs, Eric Gravenberg, Jannett Jackson, Minh Lam, Bala Sampathraj, David Sparks

Agenda Item and Presenter(s)	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved/Unresolved?)
Meeting Called to Order	9:08 AM		
I. Review and Approval of Agenda	Agenda approved unanimously.		
II. Review and Approval of Minutes	<p>Minutes approved unanimously with the following corrections:</p> <ul style="list-style-type: none"> • Date needs to be change to February 3, 2012 • Add Manny Uy’s suggestion regarding the automated inclusion of student emails in the class distribution lists. <p>Motion by Vina Cera, Second by Lee Marrs. Approved Unanimously.</p>	Correct minutes from February 3 meeting.	
III. Review of IT Strategy Projects Tony Tortorice	<p>The Board of Trustees approved the IT Strategy at their February 28, 2012 meeting. The Board also approved budgets for Electronic PAs, PeopleSoft Upgrade, BI for Financials, and Document Management System projects.</p> <p>At the moment the District is working on the requirements for Document Management System and hope to roll this project by April 2012.</p> <p>CAO Tortorice pointed out the importance the DTC has, as a governance body, to demand a review of all projects under the IT strategy. DTC needs to make sure the CAO provides an annual update and that he/she works closely with this group.</p> <p>Lee Marrs asked about the Board’s seriousness in approving projects brought forth to them by this body and/or IT. CAO Tortorice believes that some members are seriously committed to making those decisions and others can be convinced about</p>		

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	<p>giving their support based on how successful we are on completing all projects.</p> <p>JoAnn Phillips brought up the issue of project timelines and the staffing situation in IT with relation to the projects. CAO Tortorice agrees with JoAnn, IT is understaffed, but he finally got approval to advertise for the Senior PeopleSoft Analysts and the Data Base Administrator. The requests to advertise have gone to Human Resources. IT still needs to hire 5 more people.</p> <p>As for the projects’ timeline, the District is already working on web email. AVC Orkin is leading this project. Would like to make a decision (Microsoft or Google) by late March/early April and then do the RFP to work on it through the summer, and implement in Fall 2012. Jon Olkowski is leading the end-device management project. We are looking at two vendors and have installed their products on the servers to be able to compare them side-by-side.</p> <p>CAO Tortorice will talk to VC Gerhard to create a budget for training. He has also talked to the colleges as to the type of training they would like to have.</p> <p>IT has hired a temporary programmer while the new positions are being advertised. The new programmer will start working next week and a meeting has been scheduled for him to meet with Educational Services and go over the most critical issues.</p>		
<p>IV. Security Cameras Update Tony Tortorice</p>	<p>General Services has reconsidered the shared design for the network and the gigaman. The college network coordinators and contractors are working with Linnea Wren to develop a new design and this might take a couple of months.</p> <p>This new development is the result of all the college network coordinators bringing issues to their technology committees and the DTC.</p> <p>Regarding the issue of cameras in the classroom, VC Ikhara met with a group, but CAO Totorice is not sure which group. It might have been one of the unions.</p>		
<p>V. “Email to the cloud” task force progress report</p>	<p>This task force has met a couple of times and the idea is to compare the two service providers: Microsoft and Google. Next week they will meet with a Google representative to discuss Google Apps.</p>		

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<p>Mike Orkin</p>	<p>AVC Orkin and CAO Tortorice met with Lee Thompson from CSU East Bay to discuss some of the issues that came up when they migrated to web mail. CSU East Bay is using Google and now they are starting to use all the power tools that come with Google email.</p> <p>CAO Tortorice will set up a webinar with a company that has implemented both systems.</p> <p>Karolyn van Putten asked about the type of features we can get with Google. AVC Orkin mentioned Google Docs with integration to the whole system and CAO Tortorice added that you can create collections with groups within your domain. Fabian Banga also mentioned that it would make it easier to integrate the calendars for all the colleges.</p> <p>Charles Neal brought up concerns about privacy issues. CAO Tortorice explained that all email services have privacy issues; it all depends on how it's implemented. Karolyn added that email is only as private as the people who share it.</p> <p>JoAnn Philips brought the issue of students creating accounts and accounts expiring. AVC Orkin had a brief discussion with Lee Thompson regarding this issue and CSU East Bay has come up with a uniform login to resolve this.</p> <p>As of right now the webinars and meeting regarding web mail are not opened to the public</p> <p>The purpose of moving to web email is to have a single, integrated email for faculty, staff and students.</p> <p>Karolyn van Putten asked if web mail would improve the process of removing old email accounts from our system. CAO Tortorice explained that unless there is a process in place in which that is done as part of a checklist, just switching to web mail would not improve that. Peralta could have an email policy in which email accounts are terminated, but not deleted.</p> <p>CAO Tortorice suggests this might be a good time to revise our email policy. Karolyn van Putten thinks there is Administrative Procedures that go with the Board</p>		
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	<p>Policy regarding the use of technology, but this might not cover the use of email (see BP and AP3720).</p> <p>Inger Stark mentioned that some departments do not do a Personnel Action Form right away and this causes a delay in the creation of email accounts.</p> <p>VP Kenney suggests inviting other departments, like HR and General Counsel to discussed Peralta’s email policy. CAO Tortorice will help to guide this process.</p>		
<p>VI. Reports from Colleges College Reps</p>	<p>BERKELEY (Lee Marrs) Working on the college IT Strategic plan. VP May Chen is chairing the committee.</p> <p>LANEY (Inger Stark) The committee had its first meeting of the semester. There is very little resistance to the idea of web mail. The committee also discussed Measure A with regards to the computer refresh for the college.</p> <p>ALAMEDA (Manny Uy) The committee discussed two issues: computer refresh and the college webpage. Regarding the computer refresh, the committee is trying to determine specifications for purchases and the purchase of standard computer software, like Acrobat. Regarding the webpage, the college has discussed the need to hire a webmaster.</p> <p>Alexis Alexander and Fabian Banga suggest that faculty sends PDF files to students and/or students have the option of using Word Reader and/or Open Office.</p> <p>Antoine Mehouelley suggests the District should come up with an IT handout, that HR could distribute to new hires, on how to use all different types of technology.</p> <p>Alexis Alexander shared that Merritt College has added a standardized template for class syllabus.</p> <p>MERRITT (Alexis Alexander) Merritt College conducted a survey regarding smart-classrooms. About 24 surveys have been received and most people are feeling optimistically cautious. A lot of people feel they did not get enough training. Alexis will email this survey to DTC members in case other colleges would like to use it.</p>		

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	<p>The Merritt Tech Committee will come up with a recommendation that when technical decisions are made at the District, the colleges get a chance to vet those decisions. Especially in regards to educational technology.</p>		
<p>VII. New Business</p>	<p>a) Measure A Procurement for Computer Refresh: VC Gerhard has asked the Business Mangers to get involved with the development of the computer refresh process.</p> <p>CAO Tortorice wants a rep from each college to verify computer standards. He suggests the college network coordinators as the reps for each college. They will develop standards for low, medium and high level desktops and laptops. It would be up to the colleges to decide who gets what type of equipment.</p> <p>VP Kenney will share the form Dean Jones created for College of Alameda. Bala Sampathraj assisted faculty to select new system based on their needs.</p> <p>Karolyn van Putten asked for point of clarification regarding IT not supporting Macs. CAO Torotorice is open to include new formats into the strategy: Macs, tablets, etc. He will be meeting with the EGINEERING Network Group (ENG) to get feedback from the colleges and with that set up standards. Then, he will shared with all the necessary groups, including the DTC, for approval.</p> <p>Fabian Banga had a question regarding the interaction of the college network coordinators with their VPs and the District. Antoine Mehoulley mentioned that right now all college network coordinators are working together via the ENG meetings, which CAO Tortorice brought back to meet on a regular basis. This group is working to define and clarify the decision making process. Through this group Antoine worked with Linnea to solve some of the issues with the security camera project.</p> <p>CAO suggests inviting the ENG to give a brief report to DTC on the more technical issues.</p> <p>Add to next meeting agenda a report from ENG.</p>	<p>Agendize ENG Report for next DTC meeting.</p>	

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VIII. Others	<ul style="list-style-type: none"> • Charles Neal found out there are meters on each building, but Peralta does not have a way of interacting and downloading information from these meters. How can he request for an application to be developed which will access this information on a website? <p>CAO Tortorice suggests that at this time the best option will be to hire outside. VP Kenney suggests reaching out to the colleges for assistance. JoAnn Phillips cautions about hiring outside for jobs that might be considered union jobs.</p> <ul style="list-style-type: none"> • JoAnn Phillips asked about the prioritizations lists from the colleges and whether or not DTC needs to review them. <p>Karolyn van Putten explained that each college puts together a list and this body was to look at all these lists to find out if there are any ways to save money.</p> <p>Add to agenda for next meeting the priority lists from each college.</p>		
Adjournment:	10:20 A.M.		
Next meeting:	April 13, 2012 (8:30am to 10:30pm)	Agendize colleges' priority lists for next DTC Meeting.	

Minutes taken: Silvia Cortez

Attachments: DTC Meeting Minutes – February 3, 2012