Peralta Community College District
PBIM – District Technology Committee - Meeting Minutes
District Board Room
April 13, 2012 – 8:30am – 10:30pm

Present: Alexis Alexander, Fabian Banga, Simon Chan, Jannett Jackson, Mike Orkin, Tony Tortorice, Manuel Uy
Guests: Joseph Bielanski, Linnea Wren, Doris Brinkley-Hankins
Facilitator/Recorder: Karolyn van Putten
Absent: Vina Cera, Bryan Gibbs, Minh Lam, Lee Marrs, Charles Neal, Jo Ann Phillips, Bala Sampathraj, David Sparks, Inger Stark

Agenda Item and Presenter(s)	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved/Unresolved?)
Meeting Called to Order	8:55 AM Did not have quorum. Will go over agenda items for informational purposes only, no voting/decisions will be made.		
I. Review and Approval of Agenda	No action taken.		
II. Review and Approval of Minutes	No action taken		
III. "Email to the Cloud" task force progress report Mike Orkin	This group has met regularly. Since the last DTC meeting they had the opportunity to participate in two webinars. One of the webinars was with a representative from Google for Education, which showcased all the Google apps/tools available, especially for collaboration. The other webinar was with Sada Systems, which is a company that CAO Tortorice has worked in the past. Sada Systems did a side-by-side comparison of Google and Microsoft. After the webinars the group met to discuss their views on the presentations. Microsoft is trying to keep up with what Google has to offer. The task force has decided to have one more webinar to see more of the Microsoft products before making a recommendation to the DTC. The recommendation from this task force to the DTC might be just a set of findings. The task force will only make recommendations; DTC will be making the decision. AVC Orkin will have the recommendations by next meeting (May 4). Once a selection has been made, the District would retain a consultant to assist with		

	moving all existing mailboxes to the cloud. For people who would like to get a feel for Google for Education, Alexis Alexander will be sharing links to educational demos and how other people are using Google in educational institutions. A lot of issues and/or questions being raised have more to do with policy than with moving to a new platform. It might be helpful to work on email policy before moving to webmail. Some of these issues will be discussed later in Item V. Also, need to incorporate training as part of the transition process.		
IV. Security Cameras Update Linnea Wren	Implementation of the share design is underway. It got started with Laney, Merritt and Berkeley. Alameda will be next. The intra-site fiber issue has been resolved in a good way. The extra fiber will not be taken away from the colleges. As part of the project, the contractor will bring a third-party to do an assessment on the network's resilience. They will look at the whole system for redundancy and at what could happen if there is a failure. Karolyn van Putten brought up the questions of whether or not the colleges will maintain redundancy. This question was raised at Laney's Technology Committee. Linnea answered that redundancy will not be taken away at any of the colleges. CAO Tortorice emphasized the importance of bringing in someone to provide a second opinion regarding the design and performance of our network. This will be an overall assessment. President Jackson commented that this assessment comes at a timely manner, as some colleges are starting new construction projects soon.		
V. Acceptable Use Policy Tony Tortorice	CAO Tortorice has been asked by the Chancellor to draft an 'Acceptable Use Policy.' He will circulate language for comment today and this item will come back at the next DTC meeting for vote. The District has a recommendation from ACCJC to make policy updates. Jim Grivich is assisting with this and Joseph Bielanski wants to make sure CAO		

	Tortorice is aware of this. CAO Tortorice has been working with Mr. Grivich in doing research and finding language for the Acceptable Use Policy.		
	This committee has governance over computers and their use. The policy will cover all the uses of technology: what you can and cannot do with technology resources.		
	AVC Orkin suggests that regardless of which other groups are having discussions regarding technology policies, DTC needs to be involved in reviewing the outcomes as the governance body for technology issues and an advisory group to the Chancellor.		
	Joseph Bielanski also shared the discussion that has been taking place at PBC regarding the methodology of how to come up with new policies and procedures. Some issues might be up for negotiation with the bargain units and it has been suggested to use different methodology.		
	CAO Tortorice asked if college presidents would like to have more control over their colleges' listservs. President Jackson responded that even thought this would add to their plate, it would also stop unsolicited email.		
	President Jackson also brought up the issues of email list and email account maintenance. Especially after employees leave the district. CAO Tortorice suggest some type of script that checks email accounts usage in a certain period of time before disabling the accounts.		
VI. Follow-up to Budget Allocation Model Regarding Multi-year Funding for IT Fabian Banga/Tony Tortorice	PBC sent a memo about 3 weeks ago asking for clarification regarding the language for multi-year funding to be included in the budget allocation model. PBC would like to have this language by May 11. CAO Tortorice will circulate the proposed language for the committee members to review and this item will come back at next month meeting for approval. President Jackson mentioned that this has been discussed at SMT. Adding this type of language will help allocate funds for all colleges and will help to stop depending on bond money for computer refresh.		

	The proposal is to incent the colleges to save money and for the district to do a one-to-one match. Alexis Alexander mentioned that the colleges keep bringing up the issue of funding for technology, because at the moment the colleges do not have a budget to be matched by the district. That is why the colleges have requested a budget allocation for technology. President Jackson shared that at College of Alameda they have created a budget line for technology from the funds generated from renting college's facilities. A percentage it's allocated for technology and another percentage is allocated for the library. This is a model that the other colleges can use.		
VII. Colleges Priority List Karolyn van Putten	Last year DTC was supposed to review the colleges' priority lists to see what could be cover by the district. There was no process for doing this and we still do not have a process. The colleges have been told there is a deadline for spending Measure A funds. Is it possible to extend this deadline? CAO Tortorice has been working with the ENG group to come up with requirements for desktops and laptops. CAO Tortorice will ask purchasing about extending the deadline for Measure A technology purchases. Laney is getting ready to do a computer refresh for their computer labs and it is crucial to do it in a timely manner. Having a budget allocation for technology would improve this process, since each college would know how much money they have and how much they should spend.		
VIII. ENG Report to DTC Tony Tortorice	The ENG meetings have been very well attended and right now this group is working on two projects: • Computer Standards: Came up with a list of standards for desktops and laptops for both PCs and Macs. This has been passed on to the purchasing department		

	• End-device Management Software: This is software that is installed in the background of a computer and runs to the server. It provided a lot of information about each machine. At the moment ENG is looking at two products. This will have to go out to bid. President Jackson would like to be involved in this project. College of Alameda has been beta testing a product for the last 8 years and she would like to make sure that some of the features COA is currently using are included in our bid for the new product.		
IX. Reports from Colleges College Reps	BERKELEY (Fabian Banga) Berkeley has been working on the college IT plan. It's a live document, not a final one. Fabian will share with DTC. LANEY (Karolyn van Putten) The biggest issue at the last meeting was setting priorities for next year. The committee decided to rollover the priorities from last year. ALAMEDA (Jannett Jackson) College of Alameda is happy to announce they will be hiring a new Senior College Information Systems Analyst. The job announcement is schedule to go out tomorrow. Also, the college is getting ready to migrate to a new website which is WordPress based. The new website will be launched in the next couple of weeks with the assistance of Linnea Wren. MERRITT (Alexis Alexander) Merritt received a grant and they are using it to purchase and test eReaders. They will be setting up eReader groups for students (at the library) and for faculty.		
X. New Business			
XI. Others	Thanks to the push by DTC, it has been approved to create a position for a webmaster. This position will be 50% Moodle support and 50% webmaster. Karolyn van Putten was in a meeting with the Chancellor, the VC of Student Services, and the Financial Aid Director regarding a lot of issues with financial aid.		

	Gary Nicholes mentioned they were going to be making some requests to IT. The Chancellor asked them to put together a document with their request. Karolyn wants to know if CAO Tortorice was aware of this. CAO Tortorice was unaware of this, but he is a bit concern about putting too much effort on the mainframe at this point.		
Adjournment:	9:50 A.M.		
Next meeting:	May 4, 2012 (8:30am to 10:30pm)		

Minutes taken: Silvia Cortez
Attachments: DTC Meeting Agenda – April 13, 2012
                       DTC Meeting Minutes – March 2, 2012