

**Peralta Community College District
PBIM – District Technology Committee - Meeting Minutes
District Board Room
May 4, 2012 – 8:30am – 10:30pm**

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

Agenda Item and Presenter(s)	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved/Unresolved?)
Meeting Called to Order	8:50 AM		
I. Review and Approval of Agenda	Agenda approved unanimously with the addition of an item to discuss Student Login issues.		
II. Review and Approval of Minutes	Minutes from the March 2, 2012 and April 13, 2012 meetings were approved. Motioned by Fabian Banga, Second by Mike Orkin. Approved unanimously.		
III. “Email to the Cloud” task force progress report Mike Orkin	<p>The task of this group was to explore the two possible options (MS 360 and Google) for email to the cloud. The group has been meeting on a regular basis and has looked very carefully at both options.</p> <p>Either MS 360 or Google would work for Peralta. They are both free for educational institutions (faculty, staff, and students). This is something new for MS 360 as it used to be free for students only.</p> <p>Both platforms offer similar features such as:</p> <ul style="list-style-type: none"> • Collaborative tools • Read/write to major formats • Ability to work offline • 25 GB storage • Integrated IM • Capacity to build personal websites (faculty) • Video conferencing options (GoogleVoice is free, MS charges \$3 a month/per student) 		

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	<p>The major differences are in the design and layout. Google is design to work in a web browser. In CAO Tortorice's experience, Google is easier to learn, but MS has more features. Implementation will cost about the same for both products (\$30,000 to \$50,000) and both will required a consultant to assist with migration. Google is friendlier to mobile devices, but MS is catching up. Technical staff prefers MS because they are more familiar supporting it, but CAO Tortorice feels faculty prefers Google.</p> <p>Need to come up with a timeline for making the switch and with a process for friendly/fair communication with the colleges. The DTC could prepare a short presentation comparing both products.</p> <p>Jon Olkowski, one of the members of the task force, suggested doing a survey throughout the district to present both products and get feedback on what product the community prefers. This will help to create a transparent process.</p> <p>It would be good to have the survey ready at the beginning of the fall semester and open it up during Staff Development. Maybe have a page on the DTC website with pros and cons for both systems, have the link to the survey, and/or have a discussion board. Both, the survey and discussion board can be opened for 60 to 90 days; and after that time all data can be compiled and results can be shared with the community. The colleges Tech Committees could help with this.</p> <p>The mobile platform is ideal for students, but support staff has a lot of concerns regarding Google's calendaring functions. This is especially crucial now that the colleges are understaffed. Some of these issues might be resolved with good training.</p> <p>Another possibility is to do a rollout to a small group. Summer would be a good time to work on technical issues. It would be good to get 100 volunteers to test both systems side by side.</p> <p>Some members of the DTC do not feel comfortable making a decision as part of this committee without community input. Maybe the taskforce can put together a short analysis that can be share with faculty and staff during Staff Development.</p>		
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	<p>Need to keep in mind registration deadlines so that students will know what their emails will be ahead of time.</p> <p>MOTION FOR THIS COMMITTEE TO AGENDIZED THE VOTE OF EMAIL TO THE CLOUD FOR THE OCTOBER 2012 MEETING AND THAT THE EMAIL TASK FORCE PREPARES AN ONLINE FORUM TO GATHER FEEDBACK FROM THE COMMUNIYT DURING PROFESSIONAL DEVELOPMENT DAYS IN AGUST 2012. Motioned by Inger Stark, Second by Vina Cera. Passed Unanimously.</p>		
<p>IV. Acceptable Use Policy Tony Tortorice</p>	<p>Joseph Bielanski explained that the Acceptable Use Policy started as a recommendation from ACCJC because a lot of our Administrative Policies (AP) looked like Board Policies (BP). Also, the district was missing APs in many areas.</p> <p>The original Acceptable Use Policy presented by Jim Grivich received a lot of comments from the district unions in regards to violations to union contracts.</p> <p>CAO Tortorice compared the College of Marin policy with others and it is the one fairly broader and spare. It provides a good staring point for Peralta. The ENG group has read through it and they agree with it.</p> <p>MOTION THAT DTC SUPPORTS AND RECOMMENDS AP 3720 AS DRAFTED AND PRESENTS IT TO THE PBC. Motioned by Inger Stark, Second by Lee Marrs Yes: Alexis Alexander, Fabian Banga, Vina Cera, Lee Marrs, Inger Stark, Manuel Uy No: JoAnn Abstain: Mike Orkin Motion Passes</p> <p>MOTION THAT DTC RECOMMENDS THE LANGUAGE IN COLLEGE OF MARIN BP 3720 FOR BP AT PERALTA. Motion by Inger Stark, Second by Lee Marrs</p>		

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	<p>Yes: Alexis Alexander, Fabian Banga, Vina Cera, Lee Marrs, Mike Orkin, Inger Stark, Manuel Uy No: JoAnn Phillips Motions Passes.</p>		
<p>V. Follow-up to Budget Allocation Model Regarding Multi-year Funding for IT Fabian Banga/Tony Tortorice</p>	<p>Inger Stark was supposed to come up with a group of people to review the language and provide feedback. She apologized for not being able to do so, but she has revised the language and has no objections to the language.</p> <p>Karolyn van Putten is concern about how this process will affect the colleges' prioritization process, since those lists come to this body for approval.</p> <p>Inger is concern about the short timeframe.</p> <p>Joseph Bielanski suggests that the colleges should identify needs even if there are no funds.</p> <p>Alexis Alexander asked for clarification regarding 'matching funds'.</p> <p>Inger suggests informing the PBC that the DTC does not have consensus on this item and that DTC will like clarification regarding 'matching funds': where are this 'matching funds' at the college level?</p>		
<p>VI. Measure A Procurement Inger Stark</p>	<p>This item was not discussed</p>		
<p>VII. ENG Report to DTC ENG Rep</p>	<p>This item was not discussed</p>		
<p>VIII. Reports from Colleges College Reps</p>	<p>This item was not discussed</p>		
<p>IX. New Business</p>			

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X. Others			
Adjournment:	10:35 A.M.		
Next meeting:	Summer Summit (August 2012)		

Minutes taken: Silvia Cortez

Attachments: DTC Meeting Agenda – May 4, 2012

DTC Meeting Minutes – March 2, 2012 and April 13, 2012