Peralta Community College District
PBIM – District Technology Committee - Meeting Minutes
District Board Room
September 2, 2011 – 9am – 12pm

Present:	Alexis Alexander, Fabian Banga, Vina Cera, Charles Neal, Jo Ann Phillips, David Sparks, Inger Stark, Tony Tortorice, Manuel T. Uy
Guests:	Joseph Bielanski, Ron Gerhard
Facilitator/Recorder:	Rebecca Kenney, Karolyn van Putten
Absent:	Bryan Gibbs, Jannett Jackson, Minh Lam, Lee Marrs, David Mitchell, Mike Orkin, Bala Sampathraj

Agenda Item and Presenter(s)	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved/Unresolved?)
Meeting Called to Order	9:15 am		
I. Welcome and Introductions	Rebecca Kenney welcomed everyone to the first meeting of the Academic Year. Last week, at the PBC Summit, there were only 4 people representing the Technology Committee. There is no written agenda for this meeting, but we will discussed the goals for this year, unfinished business from last year, and future agenda items. All members introduced themselves. New Chair Tony Tortorice gave a brief background. He has 30+ years of IT experience. He had recently retired as the CIO for the State of Washington, when Chancellor Allen and Vice Chancellor Gerhard invited him to take a look at Peralta's IT Department. He is here to implement the recommendations he made on his report to the chancellor. Tony also has a lot of experience in educational institutions having worked at Los Angeles Unified School District and Los Angeles Community College District.		
II. Co-Chair Selection	Item postponed for next meeting.	NEED TO AGENDIZED FOR NEXT MEETING.	
III. Membership Review	Inger Stark needs to be added as Laney Technology Rep. This committee will implement the removal of members after three (3) absences.		
IV. Review of Old Business	a) DBA Status b) Status of Technology Priorities Submitted to the PBC c) IT Strategic Plan		

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V. New Business	a) Goals for the Academic Year 2011-12		
	Having strong and clear sets of goals for the year will increase meeting attendance. The IT Strategic needs need to be driven by the colleges. Chair Tortorice will like to form a sub-committee (6 to 10 people) that includes members of this committee, the vice chancellors, faculty and students.		
	College libraries need to be included in the IT Strategic Plan. The colleges already put together their technology plans and these plans are the one that should be driving the district strategic plan.		
	Vena Cera asked for clarification as to what this committee refers to as technology. Does it include cameras for the media department and/or equipment for wood technology?		
	This committee made a distinction between educational technology and other technologies. This group deals with the implementation of district-wide technology. It tries to separate what affects all colleges from what affects only each individual college. Easy way to make the distinction: if it has an IP address, it is IT related. This does not mean that it is controlled by IT, but that it required input from the IT department.		
	Last year this committee obtained a lot of useful information about the IT budget. This is something that can be accomplished at this level and it helps the colleges.		
	The reports we obtained provided a lot of explanation and clarity on the budget. Also, issues from the colleges' technology committees can be brought forth to this committee.		
	This is the best place for colleges to bring their discussions and see if the other colleges are having the same discussions regarding software needs. Sometimes discussion starts at the college level, but ends up being implemented district-wide.		
	POSSIBLE GOAL:		

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	Monthly budget reviews and selection of specific projects and their relation to budget.		
	Keep in mind that there is a fundamental change in structure: former Chair Mike Orkin comes from Educational Services; Chair Tortorice is the head of the IT Department. Last year there was lack of involvement from IT.		
	Last year there were a lot of heavy discussions on several issues and solutions just dissipated.		
	What are we doing with regard to HP no longer selling PCs and laptops? Chair Tortorice suggests keeping the same procedures, as HP will probably sell that division to another company.		
	Chair Tortorice asked if there are any standard procedures in place. Rebecca Kenney explained that college network coordinators meet with Minh Lam to determine equipment standardization, and information is disseminated district-wide. Tony will re-establish communication with college network coordinators.	Tony Tortorice will re-establish communication with college network coordinators.	
	POSSIBLE GOAL: **Establish district-wide standardization**. Need to determine which policies need to be established district-wide. There are desktop management systems that can be run by the network coordinators to offer assistance remotely. This is a great tool when understaffed.		
	POSSIBLE GOAL: **Training for IT staff to make sure they are able to support all the different technology used by the colleges** like maintaining and/or troubleshooting smart classrooms.		
	IT and educational support is idiosyncratic. There are contractual conflicts and sometimes is difficult to know who is responsible for what. At the moment there is no clear protocol as to who is responsible for maintenance and/or troubleshooting the new smart classrooms.		

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	David Sparks explained how the libraries recently changed bibliographic utilities and how they were very clear to negotiate training with the new company. They chose a core group of people to do the training and come back to the colleges to train the rest of the library staff. **POSSIBLE GOAL:** **Make recommendations as to how the smart classrooms will be supported.** Chair Tortorice suggests forming a subcommittee to put together a list of recommendations. The members of this subcommittee should come from the colleges and Tony will assign an IT member to assist the subcommittee. MOTION TO REQUEST A BUDGET FOR THE MAINTENANCE AND UPKEEP OF SMART CLASSROOMS. THIS BUDGET SHOULD BE DETERMINES BY DOING A STUDY ON MAINTENANCE AGREEMENT COSTS. Motion by Alexis Alexander Second by Vena Cera Chair Tortorice will check with Oliva Rocha from General Services, as she was the project manager for the smart classrooms project. He believes that all the gear has a one (1) year warranty. MOTION PASSED UNANIMOUSLY. MOTION TO REQUEST UPDATE ON MEASURE A FUNDS AND CLARIFICATION ON HOW TO FILL OUT MEASURE A PROCORUMENT FORMS. Motion by David Sparks. Second by Inger Stark MOTION PASSED UNANIMOUSLY.		MOTION TO REQUEST BUDGET FOR MAINTENANCE AND UPKEEP OF SMART CLASSROOMS. PASSED UNANIMOUSLY. MOTION TO REQUEST UPDATE ON MEASURE A FUNDS AND CLARIFICATION ON HOW TO FILL OUT MEASURE A FORMS PASSED UNANIMOUSLY.

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	David Sparks asked about the implementation of the computer refresh rollout. What is the cost of ownership?		
	Chair Tortorice explained how cloud computing is moving faster than expected. Does Peralta want to keep buying PCs or do we want to start moving toward virtual computers. Need to think of what our IT architecture will be in 3 to 5 years from now.		
	Concerns were brought regarding authentication, security and firewalls. We are behind in authentication and there is no firewall protection in some wireless areas of our network.		
	Chair Tortorice asked if there are any district policies regarding IT security? There are a lot of things that we do not have policy for. This committee needs to be conscious as to what is district-wide and what is an independent college-level decision.		
	College of Alameda has moved to virtual servers. Several years ago Alameda did a mass purchase, but nothing has happened since then.		
	Chair Tortorice explained the process at LAUSD: For the refresh process they were looking to purchase around 255,000 computers. They did a contract with one company and got 3 year warranty on laptops and 5 years for desktops. Vendor either fixed problems or fully replaced equipment. IT did identical imaging for all computers with basic features. Tony will be more than happy to come up with a process to establish something similar at Peralta.		
	In developing the IT Strategic plan, need to include a plan for disposal of old equipment and consider purchasing 'green' equipment, such as energy sensitive power strips (can save up to $40 per year per machine). Another thing to consider is software power management, which can be purchase as part of the system.		
	Need to look at the structure that is in place right now, set the goals we want to achieve, and then figure out what needs to be done in order to reach those goals.		

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	Chair will like to form a subcommittee to start working this month on IT Strategies. Strategies should be done in three (3) months. Subcommittee will be formed by Rebecca Kenney (Rebecca will like to nominate Bala Sampathraj, but will consult with him first), Fabian Banga, Charles Neal, and Karolyn van Putten. Inger Stark will submit a rep from Laney College. Possible meeting time can be on a Thursday afternoon after 2:00 P.M.	Subcommittee will meet before next DTC meeting to start developing IT Strategy.	
Next Month:			
Future Agenda Items:	Co-chair selection.		
Adjournment:	11:00 A.M.		
Next meeting:	October 7, 2011		

Minutes taken: Silvia Cortez
Attachments: None