

**Peralta Community College District
PBIM – District Technology Committee - Meeting Minutes
District Board Room
October 5, 2012 – 9:00am – 12:00pm**

Present: Fabian Banga, Lilia Celhay, Vina Cera, Nate Heller, Calvin Madlock, Charles Neal, Jo Ann Phillips, Bala Sampathraj, David Sparks, Mary Louise Zernicke
 Guests: Joseph Bielanski, Brian Cervantes, David Imada, Antoine Mehoulley
 Facilitator/Recorder: Karolyn van Putten, Evelyn Lord
 Absent: Anita Black, Bryan Gibbs, Jannett Jackson, Lee Marrs, Mike Orkin, Inger Stark, Manny

Agenda Item and Presenter(s)	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved/Unresolved?)
Meeting Called to Order	9:10 am		
I. Review and Approval of Agenda Facilitator	Agenda approved unanimously. Motioned by Vina Cera, Second by Lilia Celhay.		
II. Review and Approval of Minutes from May 4, 2012 Meeting Facilitator	Minutes from the September 7, 2012 meeting were approved. Motioned by Vina Cera, Second by Marie Louise Zernicke. Approved unanimously.		
III. PBC Request for input/advice/recommendations regarding Multi-year IT Expenditure Planning Facilitator/AVC Madlock	<p>PBC has prepared a budget allocation model that was actualized this year. In the process of talking about technology needs, the council realized that these expenditures need to be incorporated into the General Fund because Measure A money will not be available always.</p> <p>DTC was asked last year to take a look at the proposed language and to make a recommendation to PBC.</p> <p>It is important to realize that the Council has made the recommendation of setting aside a one-time allocation that would need to be matched one-to-one by the colleges. The matching criteria have not been established and the colleges need to identify where their matching funds would come from.</p> <p>The colleges should have some type of matrix or budget allocation. Cannot go to a Budget Director without information. AVC Madlock suggests doing</p>		

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	<p>this matrix for desktops, servers, network switches and other equipment. He will start working on this with the ENG group.</p> <p>David Sparks mentioned the 3-year refresh process that has not been implemented yet. The colleges have developed documents that quantify and document their needs. If this is the case, AVC Madlock suggests finding a way to move the process forward.</p> <p>Regarding the refresh process, now with the new Lenovo contract we have extended lifetime warranty from 3 to 5 years. At the moment we are waiting on approval from Purchasing, but also need to figure out where the funding is coming from. Some money was set aside for the refresh process 4 or 5 years ago, but haven't figured out where this money is.</p> <p>Jo Ann Phillips mentioned that last year the Board allocated \$800,000 for some kind of district networking project (servers and/or equipment for IT). We are not sure what happened to this money.</p> <p>AVC Madlock has not heard anything regarding a 'pot of money' and this is the first time he's heard about money for IT equipment. He asks if the colleges can show how much money they need for this year and for the next two years?</p> <p>At Berkeley faculty developed a budget that related to their unit plans from each department, but they do not have a plan as it relates to network equipment.</p> <p>At one point all the colleges were asked to develop a matrix regarding technology needs (computers, network, staff). It has been done in the past and now we need to incorporate these matrixes to the budget allocation model. It is more about developing a system that will drive the multi-year budget.</p> <p>This is the first time that the colleges are getting a formal request to come up with a 3 to 5 year projection of their budget.</p> <p>David Sparks suggested that the colleges look over their IT needs and</p>		
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	<p>present them to this committee in a standard matrix.</p> <p>If the district comes up with the 'pot of money', the funds will need to be allocated evenly for all the colleges. The matrix has to be standardized in order to do this. AVC Madlock will come up with an informal template to present this information.</p> <p>Karolyn van Putten made reference to the document that AVC Madlock has shared with DTC (District IT Consolidates Issues Log). This document can be used as a starting point for creating one that fits the needs of Peralta.</p> <p>The Laney Tech Committee will be developing two separate lists: one for college issues and one for the issues that need to be discussed district-wide.</p> <p>It will be good for the colleges to share their lists with this committee so everyone is aware of what the needs of all colleges are and what they are doing to address their issues.</p> <p>College of Alameda and Laney College do not have a centralized budget for IT. Each department is responsible for making their purchases, which makes it hard to track how much money is spent on technology needs.</p> <p>Finance and the business offices might be able to help identify technology purchases by looking at object codes.</p> <p>AVC Madlock has a template that he will share with this group. The template shows different expenditures categories. Once you establish a budget, you can start planning your expenditures.</p> <p>AVC Madlock will email expenditure template and Silvia Cortez will email the list of object codes with a brief description. The colleges will review their list and align with the template.</p> <p>The request from PBC includes proposed language from VC Gerhard. This committee should take a few minutes to revise this language and maybe make a recommendation or add more language. Some of the language can come from the IT Strategy.</p>	<p>AVC Madlock will share matrix template and Silvia Cortez will send object codes list. Colleges will review their lists and align with template.</p>	
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	<p>There are a lot of questions regarding the proposed language and need to get clarification from VC Gerhard before a recommendation can be made. DTC will invite VC Gerhard to attend the next meeting to get clarification on the language.</p>	<p>VC Gerhard will be invited to next meeting.</p>	
<p>IV. Developing a system for determining & criteria for prioritizing district-wide IT needs and collecting/aggregating college IT needs Facilitator/AVC Madlock</p>	<p>AVC Madlock went over the Five Step Process handout and how it works with the consolidated issues log. The consolidation list and the diagram go hand in hand and it is a self-improved cycle. AVC Madlock used it at Antelope Valley College to be in alignment with accreditation.</p> <p>This diagram is a college-based model that can be used by each of the colleges.</p> <p>When developing the criteria for prioritizing, we need to identify mission critical applications and any compliance issues that relate to them.</p>		
<p>V. Developing a DTC Planning Calendar incorporating DTC Goals and Priorities for 2012-13 (Relevant to PBC expectations/Planning Calendar) Facilitator/AVC Madlock</p>	<p>The idea is to look at the IT Strategy and relate what is going on at the colleges with the strategy.</p> <p>This item will be agendaized for next meeting. Colleges need to (1) review the IT Strategy (Section 8 in binder) and provide feedback regarding how the colleges need to align with it and (2) bring back the priorities' list based on the template that AVC Madlock will send out.</p> <p>Here is a brief timeline of what needs to happen in the next few months:</p> <ul style="list-style-type: none"> • November 2012: Get priority lists from colleges • December 2012: Finalized prioritization process in order to be ready to send them to PBC for their January meeting • February 2013: Monitor IT Strategy, especially A and B Projects 	<p>Colleges will review the IT Strategy and provide feedback regarding college needs.</p>	
<p>VI. Reviving PeopleSoft Resolution Team (PRT) – Issues log status</p>	<p>The PeopleSoft Resolution Team (PRT) will start meeting again. This group will be meeting the third Monday of the month from 3:00 to 5:00 pm, starting October 15, 2012.</p>		

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<p>AVC Madlock</p>	<p>This group will be going over the PeopleSoft Issues log. All the information is on their website: http://web.peralta.edu/prt/</p>		
<p>VII. District IT Reports/Updates Madlock/Banga</p>	<p>A) HELP DESK REVAMP AVC Madlock is looking at the system being used right now (FootPrints) and trying to figure out if this is the best system. Please do not send emails directly to AVC Madlock. Everything needs to go through the Help Desk because this is how he is tracking the usability of the system.</p> <p>B) CURRENT/FUTURE IT STAFFING IT now has a full-time PS Database Administrator, Teresa Chan. She has experience supporting Oracle databases and has worked with the finance side of PS. Now she is familiarizing herself with the student admin side of PS. In her first few weeks with Peralta she was able to reverse engineer the Financial Aid process in order to be able to disburse about \$1 million of Financial Aid checks.</p> <p>IT still needs to hire five positions which are vacant due to retirements and leaves:</p> <ul style="list-style-type: none"> • Sr. Network Coordinator (being advertised right now) • Director of Enterprise Services (should be advertised next week) • Director of Technology Services • Applications Software Analyst • Sr. Applications Software Analyst (selected candidate will start in November) <p>C) END-DEVICE/ASSET MANAGEMENT IMPLEMENTATION (BIG FIX) This is the end-device manager software, which will allow for remote troubleshooting. Right now it's being rolled out at Berkeley and will be rolled out at the other colleges in the next few weeks. If we finish installation by December we get an energy-saving rebate from PG&E that will pretty much pay for the software.</p>	<p>C. Big Fix AVC Madlock will draft a memo for the colleges explaining the Big Fix project and activities.</p> <p>E. Email to the Cloud AVC Madlock will schedule visits to each campus concerning implementation of gmail</p>	

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	<p>D) BIG COMPUTER PURCHASE STATUS Waiting for final specs from the vendor. Once purchasing has the final information from the vendor it will be posted on the IT website. The vendor is also working on developing a website for ordering and customer service.</p> <p>The vendor had a demo fair at Laney College last week and will have one at the District Office next week. If the other colleges are interested in hosting a demo fair, please contact David Imada in Purchasing.</p> <p>The presentation at Laney was very helpful. A lot of people attended to view the products and ask questions.</p> <p>E) EMAIL TO THE CLOUD (GMAIL) PROJECT STATUS PBC approved the request from DTC regarding email to the cloud. All projects implemented by AVC Madlock will have a project charter. He is developing the charter for this project and in order to do that, he will be visiting all the colleges and will develop and FAQ.</p> <p>He will also develop a communication plan that will identify stakeholders and their roles. AVC Madlock likes to implement a culture of change before change happens.</p> <p>It was suggested that part of the communication plan should include visits to the different constituency groups at the colleges.</p> <p>F) ONLINE STUDENT INSTRUCTOR EVALUATION In negotiations with PFT to move student evaluations to be done online. Berkeley has been doing this for two years, especially for online classes. Student will login to Moodle and will see a list of their classes. The online evaluation will be identical to the paper evaluations. Distance Education Coordinators will be responsible for this. Students can only do one evaluation per class and faculty will not have access to them.</p> <p>Online evaluations are optional for face-to-face classes. Instructors have the option to conduct online or paper evaluations for their face-to-face classes.</p>		
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	<p>. Librarians use a different form.</p> <p>Some people expressed concern regarding the number of students who will actually login in to Moodle to do their evaluation online and the lack of communication regarding this project.</p> <p>This item will be brought back at the next meeting for further discussion and Fabian Banga will communicate with Mike Orkin to make sure it goes to EDC.</p> <p>G) PEOPLESOFT UPGRADE The IT group is having weekly meetings and a test database has been uploaded. The final timeline is March/April 2013.</p> <p>With these upgrades new hardware will be needed. Jo Ann brought up the \$800,000 that was allocated in preparation for this upgrade. She is concern with the lack of communication regarding this project. AVC Madlock explained that this is going to change. The kick-off of PRT will help cover all these issues.</p>		
<p>VIII. Reports from Colleges College Reps</p>	<ul style="list-style-type: none"> • LANEY - Vina Need to recruit more members. Laney will be looking over the goals from last year and discuss which one to concentrate on. Also, moving forward with the computer lab refresh (Measure A funds). • ALAMEDA - Bala Had poor turnout at the last meeting due to conflicting meeting schedules. Everyone has been waiting for the computer specs in order to start the refresh process. It looks like Alameda will have to do more work in order to align college needs with the IT Strategy. • BERKELEY - Fabian Had their second meeting of the semester last Wednesday and the minutes are posted on their website. Discussed the state of the requests from last year and concerns about the refresh process. 		

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	<ul style="list-style-type: none"> MERRITT – Mary Louise Trying to come up with goals. Also, talked about the refresh process and staffing issues. AVC Madlock will be attending their next meeting. 		
IX. New Business Facilitator	DTC would like to get a status report on how things are working with smart-classrooms.		
X. Others Everyone			
Adjournment:	11:35 am		
Next meeting:	November 2, 2012, 9:00am to 12:00pm		

Minutes taken: Silvia Cortez

- Attachments:
- DTC Meeting Agenda – October 5, 2012
 - DTC Meeting Minutes – September 7, 2012
 - Multi-year IT Expenditure Planning and BAM Memo from PBC to DTC
 - District IT Consolidated Issues Log
 - Five Step (Campus Computing Lifecycle Methodology) Process
 - 2013-14 Budget Development Calendar
 - Peralta EDX-Lenovo Standard Desktops, Laptops and Accessories
 - Recommendation regarding District-wide Email Platform Memo DTC to PBC