

**Peralta Community College District  
PBIM – District Technology Committee - Meeting Minutes  
District Board Room  
October 7, 2011 – 9am – 12pm**

Present: Alexis Alexander, Fabian Banga, Vina Cera, Lee Marrs, Charles Neal, Mike Orkin (via CCCConfer) Jo Ann Phillips, David Sparks, Tony Tortorice, Manuel T. Uy  
 Guests: Joseph Bielanski, Bob Grill, Mark Swiencicki  
 Facilitator/Recorder: Karolyn van Putten  
 Absent: Bryan Gibbs, Eric Gravenberg, Jannett Jackson, Minh Lam, Bala Sampathraj

Agenda Item and Presenter(s)	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved/Unresolved?)
<b>Meeting Called to Order</b>	9:10 A.M.		
<b>I. Review and Approval of Agenda</b>	Agenda approved with addition of Item III.A Motion for Smart-Classroom. This item was requested by College of Alameda.		
<b>II. Review and Approval of Minutes</b>	Motion to approve the minutes from the September 2, 2011 meeting. Motion by Fabian Banga, Second by Vina Cera. Passed unanimously.		MOTION: To Approve Minutes from September 2, 2011. MOTION PASSED.
<b>III. Possible Election of Co-Chair</b>	Fabian Banga was elected co-chair.		
<b>III.A. Motion for smart-classrooms COA</b> Many Uy and Mark Swiencicki	College of Alameda has run into some problems regarding smart-classrooms and they have brought to this committee their concerns: 1. Fans are too loud, 2. Computers do not have necessary software, 3. Cabinets’ keys and locks are flimsy, 4. No back-up for wireless connection, 5. Projectors have not been properly centered or adequately focused.  Items 2 and 4 need to be addressed by college network coordinators.  CAO Tortorice suggests creating a small group of faculty and techs to meet with VC Ikharo to catalog all needs before ‘punchlist’ starts. He also suggests bringing these		

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	<p>issues to SMT to make college presidents aware of these problems.</p> <p>MOTION THAT WHEREAREAS THE COOLING FANS IN THE AV EQUIPMENT CABINETS IN THE NEW SMART-CLASSROOMS AT COA, LANEY, AND MERRITT ARE EXCESSIVELY LOUD AND INTERFERE WITH CLASSROOM INSTRUCTION, CONSIDER REPLACEMENT WITH QUIET FANS THAT MAKE LESS THAN 30 DBA OF NOISE EACH.</p> <p>WHEREAREAS THE CURRENT KEYS AND LOCKS FOR THE AV CABINETS ARE EXCESSIVELY FLIMSY AND TAKE TOO LONG TO OPEN, THE DISTRICT TECHNOLOGY COMMITTEE REQUESTS THAT HIGH QUALITY, DURABLE, TAMPER-RESISTAN KEYS AND LOCKS BE INSTALLED INTO THE AV CABINETS.</p> <p>WHERAREAS MANY OF THE PROJECTORS HAVE NOT YET BEEN PROPERLY CENTERED OR ADEQUATELY FOCUSED, THE DISTRICT TECHNOLOGY COMMITTEE REQUESTS THAT PROMEDIA CENTER ALL PROJECTORS FOR EACH SCREEN, AND PRECISELY FOCUS ALL PROJECTS SO THAT BOTH SMALL AND LARGE TEXT ARE CRISPLY FOCUSED. ALSO, TO ENSURE THAT THE ABOVE HAPPENS, THE ‘PUNCHLIST’ SIGNOFF AT COA, LANEY, AND MERRITT SHOULD INCLUDE AN INSTRUCTOR FROM THAT COLLEGE THAT’S APPOINTED BY THAT COLLEGE’S ADMINISTRATORS.</p> <p>WHEREAREAS EACH OF THE ABOVE 3 REQUESTS NEED TO BE PERFORMED IN A TIMELY MANNER, THE DISTRICT TECHNOLOGY COMMITTEE REQUESTS THAT A TIMELINE FOR EACH OF THE ABOVE ACTIONS BE SET, DISCLOSED TO THE COLLEGES, AND MET.</p> <p>Motion by Vena Cera, Second by David Sparks. Passed Unanimously</p> <p>CAO Tortorice will send requests to VC Ikharo and will cc Chancellor Allen. He will mention this at the next ENG meeting and he would like for Karolyn van Putten</p>	<p>CAO Tortorice will email VC Ikharo and Chancellor Allen. He will also discussed this issues with ENG group.</p>	<p>MOTION: For DTC to make recommendations on noise reduction, improvement of cabinets locks/keys, and fix projectors in smart-classrooms at COA, Laney and Merritt and to request a timeline on when these are items will be fixed. PASSED UNANIMOUSLY.</p>

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	<p>to bring this up at the next DAS meeting.</p> <p>Smart-classrooms is a standard agenda item at DAS meetings for reports. A subcommittee was created for lecture capture and video streaming only.</p>		
<b>IV. Adoption of Goals for the Year</b>	<ol style="list-style-type: none"> <li>1. Establish technology /computer refresh policy for the district and get Board approval. Policy should include equipment standards, leasing options and timelines.</li> <li>2. Establish viable and efficient procurement IT process.</li> <li>3. Establish identity/authentication management policies and procedures, and implement technology to support that.</li> <li>4. Institutionalize Distance Education at the district level.</li> <li>5. Institutionalize use of end-device management system at multiple levels.</li> <li>6. Develop transparent ongoing process for budget and technology planning and allocation.</li> <li>7. Develop system for designating and moving surplus electronics.</li> <li>8. Standardize tech support structures across all colleges (guidelines for minimum number of support based on college needs).</li> <li>9. Elevate technology use throughout the district (including support for students with disabilities).</li> <li>10. Clarify intellectual property rights, especially as it pertains to Distance Education and lecture capture.</li> </ol>	DTC members will review the list of goals, prioritize the list and submit top 5 to CAO Tortorice prior to next meeting.	
<b>V. Student email Accounts/Passport</b> Karolyn van Putten	<p>Some students do not know they have Peralta email accounts and/or that they can forward emails from a Peralta account to their personal email. Also, email is not a required field when students register.</p> <p>CAO Tortorice recommends that the DTC requests the VC of Student Services and/or VC of Educational Services fix students emails in the system by making it a required field and to prompt students to check/update email every semester as part of the registration process.</p>		

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	<p>MOTION TO REQUEST EDUCATIONAL SERVICES TO ASSURE THAT THERE IS A REQUIRED EMAIL FIELD THAT IS UPDATED EVERY SEMESTER. Motion by David Sparks, Second by Alexis Alexander. Passed Unanimously.</p>		<p>MOTION: Request Ed Services to assure email is a required field and field must be updated every semester. PASSED UNANIMOUSLY.</p>
<p><b>VI. College Technology Priority List from Last Year (to be updated this year)</b></p>	<p>College technology committees should inform this body about their needs.</p> <p>This committee forwarded the list of college priorities developed last year to the Planning and Budgeting Council (PBC) and they sent it to the Chancellor, who was going to share the document with the incoming CAO.</p> <p>Mr. Tortorice has seen the document, but believes that more information is needed. He will need more input from the colleges to assist him with this process and to add more detail to the requests (amounts and source of funding).</p>		
<p><b>VII. IT Reports and Discussion</b> Tony Tortorice</p>	<p>A) <u>STATUS OF DBA</u> We have retained an experienced PeopleSoft data base analyst (DBA) under a \$25,000 contract. CAO Tortorice has met with HR to develop a DBA job description that includes PeopleSoft requirements.</p> <p>B) <u>SMART-CLASSROOMS PROJECT STATUS</u> CAO Tortorice shared the status report received from the office of VC Ikharo. This report was done at the request of the DAS.</p> <p>Berkeley City College is having installations problems. Longer cables are needed and they don't know when will they received them.</p>		

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	<p>Laney College is working on their ‘punchlist’ with Olivia Rocha and they will be receiving their cables soon.</p> <p><b>C) <u>LAUSD AND DESKTOP MAINTENANCE</u></b>            LAUSD services around 250,000 computers in their system. Staff was hired to do a full inventory and out of this inventory they came up with a new procurement process, in which a company was hired to setup and deliver new purchases to the campuses. As part of the procurement process, extended warranty was purchased to enable the same company to service the equipment.</p> <p>CAO Tortorice can get the same company that was used by LAUSD to do a presentation for Peralta.</p> <p>CAO Tortorice is working on doing inventory of equipment in the IT department and if the colleges are interested, he will share the process he is using to do this.</p> <p><b>D) <u>DISTRICT IT STANDARDS</u></b>            Vincent Koo from Berkeley City College provided CAO Tortorice with a copy of the current HP standards (posted on the IT website). The bigger issue is setting standard policies and procedures.</p> <p><b>E) <u>DISTRICT IT STRATEGIC PLAN STATUS REPORT</u></b>            First meeting of the IT Strategic Plan Working Group took place last week. The goal of this group is to finish and submit the plan for Board approval in time for budget planning. CAO Tortorice will share the plan with different groups district-wide in order to get feedback. The IT strategy is useless, unless is tied to the budget.</p> <p><b>F) <u>ENTERPRISE NETWORK GROUP (ENG) REPORT</u></b>            CAO shared the minutes from the first meeting of the ENG Group. The contribution of the ENG Group will be very helpful to the DTC.</p>		

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	G) LIBRARY MILLENNIUM REPORT One target was to have the first points ready and this has been accomplished. Secondary points will be set up in November.		
<b>VIII. College Reports</b> College Reps	ALAMED: No report LANEY: Most items of concern were agendaized and discussed in the meeting. MERRITT: Focusing on smart classrooms. BERKELEY: Working on priority list from last year.		
<b>IX. New Business</b>			
<b>X. Other</b>	The PBC has requested a monthly update from this committee. PBC meetings take place the 4 <sup>th</sup> Friday of the month. Co-chair Fabian Banga will present the meeting minutes as part of this report.		
<b>Next Month:</b>			
<b>Future Agenda Items:</b>			
Adjournment:	11:05 A.M.		
Next meeting:	November 4, 2011 (8:30 A.M. to 10:30 A.M.)		

Minutes taken: Silvia Cortez

Attachments: DTC Meeting Minutes – September 2, 2011  
COA Smart Classroom Motion  
PCCD Library System Report  
ENG Meeting Minutes – September 21, 2011