

**Peralta Community College District  
PBIM – District Technology Committee - Meeting Minutes  
District Board Room  
November 2, 2012 – 9:00am – 12:00pm**

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

Agenda Item and Presenter(s)	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved/Unresolved?)
<b>Meeting Called to Order</b>	9:05 am		
<b>I. Review and Approval of Agenda</b> Facilitator	Agenda approved unanimously. Motioned by Vina Cera, Second by Jo Ann Phillips.		
<b>II. Review and Approval of Minutes from October 5, 2012 Meeting</b> Facilitator	Minutes from the October 5, 2012 meeting were approved with corrections to page 6 regarding online evaluations being optional for face-to-face classes. Motioned by Fabian Banga, Second by Charles Neal. Approved unanimously.  Inger Stark announced that Antoine Mehoulley has been appointed as the new Sr. College Network Coordinator at Laney and he will be the new Technology Committee Rep for Laney College.		
<b>III. DTC Planning Calendar incorporating DTC Goals and Priorities for 2012-13 (Based on PBC Expectations/Planning Calendar)</b> Facilitator/AVC Madlock	The two main things we need to provide to PBC are the district-wide IT needs and the language for the Budget Allocation Model (BAM).  Ideally the colleges should bring their priority lists to DTC at the November meeting. This gives this body enough time for discussion and to submit to PBC by their January meeting (PBC is the only committee that meets in January). This year the sooner we can do this is the December meeting. Staying on time is important because the budget planning cycle takes place in February.		

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	<p>Since this is a district-wide committee, we can only plan for district-wide needs and we should not be making decisions for the colleges. Today we should start to think about how we are going to prioritize the district-wide needs and how to present this information to DTC in a consistent manner.</p> <p>Karolyn van Putten will finalized the DTC Planning Calendar for the 2012-13 year.</p> <p>Bala Sampathraj recommends that college tech committees and college network coordinators participate in the prioritization process.</p>		
<p><b>IV. Revisiting developing a system for determining &amp; criteria for prioritizing District-wide IT needs and collecting/aggregating College IT needs</b> Facilitator/AVC Madlock</p>	<p>The committee went over the IT Budget Template and make the following suggestions:</p> <ul style="list-style-type: none"> <li>• Revise the 2000 categories to differentiate between discretionary (certificate faculty on special assignment) and non-discretionary (classified staff) salaries</li> <li>• Add a line for we hosting expenses</li> <li>• Request a new Object Code to better identify and track technology expenses. At the moment the colleges are using Object Code 6402 (Instructional Equipment and Furniture), which includes chairs, desks, and other non-technological purchases. Dean Stark suggests that this year the college come up with the best estimate possible regarding their technology expenses. <i>(This issue was discussed with VC Gerhard. See Item VII under "Other Issues Discussed with VC Gerhard")</i>.</li> <li>• Need to come up with a definition of technology (for budgeting purposes) and apply it within this group when working on prioritization lists from the colleges. Other terms used when referring to technology are: instructional technology (which includes computer labs), computer technology, and information technology. For now we will use Information Technology until we get clarification.</li> <li>• Need to add an Object Code for software within the 5000 category.</li> <li>• Need to make sure that consultants' expenses are linked to a project number to avoid ongoing expenses for consultants.</li> <li>• Need to differentiate instructional from non-instructional supplies.</li> </ul>		

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	<p>There is language in Title 5 regarding instructional supplies and there is a price limit. Dean Stark will send this language and information from Susan Rinne regarding supplies vs. equipment. <i>(This issue was discussed with VC Gerhard. See Item VII under "Other Issues Discussed with VC Gerhard").</i></p> <p>Reps from each college will meet with AVC Madlock on November 30 to make edits to the template and present back at the next DTC. Every college needs to have a representative at this meeting.</p> <p>Criteria for prioritizing will be discussed at a later meeting.</p>	<p>Reps from colleges will meet with AVC Madlock on November 30 to make edits to the template.</p>	
<p><b>V. Total Cost of Ownership (TCO) Checklist</b> AVC Madlock</p>	<p>Part of the IT Strategy is to lower our Total Cost of Ownership (TCO). TCO defines the total cost of using and maintaining IT expenses. It looks at direct and indirect costs.</p> <p>Colleges will be making computer purchases within the next two months and AVC Madlock recommends that the colleges to use the TCO checklist he shared with DTC.</p> <p>Bala Sampathraj suggests adding backup power and UPS generators to the item regarding 'adequate electrical power.'</p> <p>This checklist is just a recommendation being made by AVC Madlock. Colleges are responsible for implementing.</p> <p>The checklist is helpful and should be used by the colleges IT Department, but administrators should have the checklist in mind when approving purchases.</p>		
<p><b>VI. Alignment of College IT Needs/Priorities with District IT Strategic Plan Projects/Timelines</b></p>	<p>This committee should only be addressing the priorities and goals that affect the colleges' district-wide. The colleges should look for projects that have not been included in the IT Strategy and that affect them district-wide in order to bring these projects to the attention of DTC.</p>		

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<p>AVC Madlock/Banga/Sampathraj</p>	<p>This is an annual opportunity for the colleges to review district-wide priorities and re-prioritize the IT Strategy, if needed.</p> <p>Part of accreditation requires the colleges IT Plans to align with the district IT plans and vice versa.</p> <p>Colleges should take a look at the priorities set for this year and keep in mind for next year's planning.</p>		
<p><b>VII. PBC Request for Input/Advice/Recommendations regarding Multi-year IT Expenditure Planning</b> Facilitator/VC Gerhard/AVC Madlock</p>	<p>Last academic year PBC had a brief discussion regarding the Budget Allocation Model (BAM) and one noticeable vacant area was the budget for IT refresh. VC Gerhard put forward suggested language in order to initiated the discussion. VC Gerhard believes this discussion needs to take place at DTC and the language in the memo it was proposed by him in order to get the conversation started.</p> <p>For the last three years the district has been relying on Measure A money for IT purchases, but this money will be gone within the next two years and we need to be proactive in order to have something in place when these funds are depleted.</p> <p>There is some urgency to getting feedback from DTC because VC Gerhard would like to get this language in time for the BAM of the 2013-14 fiscal year.</p> <p>One of the questions DTC had is regarding the one-time allocation. VC Gerhard explained that if our General Fund balance is above 7% the colleges have the ability to carry over their un-spend funds. One incentive for the colleges is to use these un-spend dollars toward their computer refresh cycle and for the district to match that allocation dollar for dollar, based on available funds (as of this month there are no funds for the one-time allocation because after closing the books, the balance was of \$5.3 million).</p> <p>Another concern is that some of the language reads like DTC will discuss and approve college needs. That was not the intention of VC Gerhard. He</p>		

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	<p>used language from another multi-college district, but if the language does not work it can be change by DTC to fit the needs of our district.</p> <p>This committee could make recommendations as to how to prioritize and/or spend the available funds.</p> <p>In theory, colleges should do a program review and create a budget based on those program reviews. The colleges who go through the time and effort to create a planning document based on their existing needs will get more consideration.</p> <p>Proposed language for BAM regarding IT Expenditures: “Due to the current economic environment, the District has very little ongoing discretionary funding to support the evolving needs of IT planning. It is the intent and desire to provide flexibility and support to those colleges and central office services that have multi-year planning mechanisms in place and who have set aside funding within their Unrestricted General Fund discretionary allocations to support these plans.</p> <p>To support this effort the Chancellor will on an annual basis, no later than November 1<sup>st</sup>, announce a restricted allocation of one-time funds within the Unrestricted General Fund that will be used as a dollar for dollar match to fund IT projects identified at the colleges and partially funded at the colleges.</p> <p>Colleges will identify and prioritize projects and forward their requests to the District Technology Committee (DTC) for its review and prioritization.</p> <p>To the extent that there are one-time funds available, the DTC will review all requests submitted for consideration of these matching funds and forward to the PBC its recommendations no later than January 1. The PBC will review and provide its recommendations to the Chancellor no later than February 1.”</p> <p><b>MOTION TO APPROVE THE PROPOSED LANGUAGE FOR BAM REGARDING IT EXPENDITURE.</b> Motion by Fabian Banga, Second by Inger Stark.</p>		<p>Motion to approve proposed language for BAM regarding IT</p>
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	<p>Approved Unanimously.</p> <p>OTHER ISSUES DISCUSSED WITH VC GERHARD:  <b>A. OBJECT CODES FOR TECHNOLOGY:</b>  Object Codes were set up based on the account and budget manual, but we have not been using object codes accordingly. VC Gerhard suggests using Object Code 6407 (PC, Serv, Other Comp, Perip) for computer purchases.</p> <p>Another way to differentiate instructional from non-instructional expenses is through the Activity Suffix Code. This is the code that the State uses.</p> <p>VC Gerhard will send information regarding budget coding to the Business Officer.</p> <p><b>B. WEBHOSTING FEES:</b>  Web hosting fees are being centralized at district. Going forward all invoices should be sent to Silvia Cortez in the IT Department.</p> <p><b>C. DEFINING TECHNOLOGY FOR BUDGETING PURPOSES:</b>  VC Gerhard is not familiar with any definition under Title 5.</p>		<p>expenditures.  Approved Unanimously.</p>
<p><b>VIII. District IT Reports/Updates</b>  AVC Madlock/Banga</p>	<p><b>A) CLARIFICATION RE COLLEGE COMPUTER PURCHASE FUNDING</b>  Address by VC Gerhard (see Item VII).</p> <p><b>B) COLLEGE COMPUTER PURCHASING PROCESS (MEASURE A PROCUREMENT)</b>  Addressed by VC Gerhard (see Item VII).</p> <p><b>C) PEOPLESOFT RESOLUTION TEAM (PRT) REVITALIZATION</b>  This group held its first meeting of the year last month. They looked at the Issues Log and will start to prioritize this list. PRT agreed to use FootPrints to assist with the prioritization process.</p> <p>The PRT Steering Committee (VC Group) no longer exist and all prioritization will take place at the monthly PRT Meeting.</p>		

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	<p>D) NEW IT STAFFING (PS STUDENT ADMINISTRATION MODULE) The district hired Bhushan Kumar as the new Sr. Software Applications Analyst that will be working on the Student Administration side of PeopleSoft.</p> <p>E) FUTURE IT STAFFING Working on the hiring process of the Director of Enterprise Services and the Sr. Network Coordinator. Also, looking to hire a Director of Technology Services and a Software Applications Analyst.</p> <p>In the future there will also be a need for a Software Analyst for Financial Aid.</p> <p>AVC Madlock is also working on transitioning out consultant currently working on IT Projects.</p> <p>F) END DEVICE/ASSET MANAGEMENT IMPLEMENTATION ('BIG FIX' – <a href="http://www.bigfix.com">www.bigfix.com</a>) Deployment at Laney and Berkeley took place without any problems. AVC Madlock will send out an email requesting a status report from all colleges.</p> <p>G) EMAIL TO THE CLOUD (GMAIL) PROJECT STATUS (COMMUNICATION PLAN) This project has not started yet, but this group will be informed.</p> <p>H) \$800K PURCHASE FOR SERVER VIRTUALIZATION AND DISASTER RECOVERY STATUS IT did not spend all of the \$800,000 approved by the Board. Board approval was not to exceed this amount. We spend about \$600,000 in equipment to be used for the disaster recovery plan. Equipment was purchased for Berkeley, Laney, Merritt and the District Office. Alameda was not included because they had recently purchase new equipment.</p> <p>The disaster recovery project was started, but not complete. The district office is using this equipment, but AVC Madlock doesn't know how the colleges are using their equipment. He needs to find out how the equipment</p>		
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	<p>is being used and the equipment life cycle.</p> <p>AVC Madlock has not seen the disaster recovery plan, but he thinks that it has not been set up yet.</p> <p>I) ONLINE STUDENT INSTRUCTOR EVALUATION (BANGA) Fabian Banga presented this item to the District Educational Committee (DEC). Some people assumed that online evaluations were going to be the only method for face-to-face classes, but this is incorrect.</p> <p>The online evaluations for part-time and tenure faculty will be made available at the discretion of the instructor and the evaluator. Online evaluations do not apply to tenure track faculty. Part-time and tenure faculty teaching face-to-face classes have the option between the online or paper evaluation.</p> <p>J) PEOPLESOFT UPGRADE – TIMELINE, ETC. We are on time and under budget. Still looking at a March/April timeframe. Right now we have Oracle people on-site.</p> <p>The kick-off meeting for this project will take place Wednesday, November 14 from 9:00am to 10:30am at the District Office Board Room.</p> <p>Need to keep in mind that the Summer/Fall enrollment takes place in April.</p>		
<p><b>IX. Reports from Colleges (Including Smart Classrooms Status)</b> College Reps</p>	<p>Berkeley: Lilia Celhay shared with this group the log that has been developed by Berkeley to track IT related issues. Berkeley will use this document to track district-wide IT issues and they would like to get AVC Madlock's input. Lilia will send a copy of the document via email to AVC Madlock.</p>		
<p><b>X. New Business</b> Facilitator</p>			
<p>Adjournment:</p>	<p>12:05 pm</p>		
<p>Next meeting:</p>	<p>December 7, 2012, 8:30am to 10:30am</p>		

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Minutes taken: Silvia Cortez

Attachments: DTC Meeting Agenda – November 2, 2012  
DTC Meeting Minutes – October 5, 2012  
IT Budget Template  
DTC 2012-12 Planning Calendar  
Total Cost of Ownership (TCO) Checklist