

**Peralta Community College District
PBIM – District Technology Committee - Meeting Minutes
District Board Room
November 4, 2011 – 8:30am – 10:30am**

Present: Alexis Alexander, Fabian Banga, Vina Cera, Lee Marrs, Charles Neal, Mike Orkin, Jo Ann Phillips, Tony Tortorice
 Guests: Antoine Mehouelley
 Facilitator/Recorder: Karolyn van Putten, Rebecca Kenney
 Absent: Bryan Gibbs, Eric Gravenberg, Jannett Jackson, Minh Lam, Bala Sampathraj, David Sparks, Inger Stark, Manny Uy

Agenda Item and Presenter(s)	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved/Unresolved?)
Meeting Called to Order	9:10 A.M		
I. Review and Approval of Agenda	Agenda approved unanimously.		
II. Review and Approval of Minutes	Motion to approve the minutes from the October 7, 2011 meeting with revisions. Motion by Fabian Banga, Second by Mike Orkin. Passed unanimously.		MOTION: To Approve Minutes (with revisions) from October 7, 2011. MOTION PASSED.
III. IT Strategy	<p>CAO Tortorice led the group in a brainstorming session about the schedule deliverables and establishing major themes.</p> <p>As we implement strategies, we need to think about where we will be in 5 years.</p> <p>At the next DTC meeting CAO Tortorice would like to discuss risks. He would like to have a draft that includes budget by December 2011.</p> <p>This plan would have to go other bodies for discussion.</p> <p>SWOT ANALYSIS: a) Strengths: Quality of faculty; possible extra sources of funding (urban community college); some technical ability among staff; PBIM; room for innovation; entrepreneurial facilities; diversity of and large CTE.</p> <p>b) Weaknesses:</p>		

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	<p>Staffing in general, but specially reduced IT staffing; intercollegiate transparency and communication; lack of trust; bureaucratic processes too slow for colleges' needs; inadequate IT business processes; IT is too disaggregated and unevenly distributed; job classifications for IT are outdated; difficulty making use of technology among faculty and staff; lack of ongoing training; procurement process.</p> <p>c) Opportunities: More demand for services than we can supply, especially among students lacking socio-economic advantages; use of technology to provide services to techno-savvy students; provide support to first generations of college students; well developed DE program on all colleges.</p> <p>d) Threats: Reduced funding; accreditation challenges; competition for students (other institutions who provide same services, private, public and online); cuts to financial aid, baby-boomers ready for retirement (faculty and staff) and their knowledge base; instability among administration.</p> <p>ESTABLISH MAJOR THEMES</p> <p>a) Some ideas:</p> <ul style="list-style-type: none"> • Sustainable IT infrastructure (financially sustainable) • Mobile learning (cell phones and tablets) • Squeeze cost of back-office (streamline general support services) • Business intelligence for control and accountability (tools to increase reporting capability) • Institutional ability to deliver (Can we do more implementation on our own, instead of relying on consultants?) <p>b) Others</p> <ul style="list-style-type: none"> • Faculty training to adapt new technologies in the classroom (professional development) 		

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	<p>OUTLINE OF DRAFT IT STRATEGY CAO Tortorice invited everyone to start collaborating in this area.</p> <p>QUICK WINS What are some projects that make a lot of sense now and will likely make it into the final strategy?</p> <ul style="list-style-type: none"> • Integrated web email for students, faculty, and staff. <p>CAO Tortorice asked for ideas to be emailed to him.</p>	<p>Email quick win ideas to CAO Tortorice.</p>	
IV.Smart-Classrooms	<p>Tabled for next meeting.</p>		<p>Tabled for next meeting.</p>
V. Goals for the Year	<p>Google survey was sent out with meeting materials. Only 6 people have responded.</p> <p>Will double check the list to make sure everyone is included and will resend the link to the survey.</p>	<p>Google survey to be resent to DTC Members. Members need to fill out survey prior to next DTC meeting.</p>	
VI. New Business	<p>Computer refresh will be added as an action item for the next meeting.</p>		
VII. Others	<p>COLLEGE REPORTS:</p> <ul style="list-style-type: none"> • Merritt College: Applying for Title III grant for eReaders and will do a pilot program for students/faculty. Merritt would like to use Amazon.com, but at the moment they do not take purchase orders. <p>Merritt is also looking into the computer refresh process and exploring the possibility of Google Campus.</p>		

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	<ul style="list-style-type: none"> • Berkeley City College: Working on accreditation report. • Laney College: Finishing up smart-classrooms setup and working on plan to support smart-classrooms. Also, looking at Measure A fund for refresh process. • College of Alameda: Mark Swiencicki has been doing a tremendous amount of work regarding smart- classroom and he will be back to report to this committee. <p>Regarding smart-classrooms, Karolyn van Putten added that DAS took a vote at their last meeting and sent a request to VC Ikharo and CAO Tortorice for vendors not to be released until all issues are worked out.</p> <p>Mike Orkin brought up attendance issues. According to PBIM rules, members cannot miss more than 3 meetings per year. There are 3 members of this committee that have been absent 3 or more times. CAO Tortorice will have to contact these members and the respective college would have to make new appointments to fill out those roles.</p>	<p>CAO Tortorice to follow up with DTC members who have missed 3 or more meetings.</p>	
VIII. Joint meeting with Facilities	<p>MEETING CALL TO ORDER: 10:10 A.M. The purpose of this meeting is to cover issues that concern IT and Facilities.</p> <p>1. SMART-CLASSROOMS: VC Ikharo explained that Phase 1, 2, and 3 of smart-classrooms has been completed and there might be minor fixes/glitches that need to be corrected. The contractors have been released and any maintenance issues are now being handled by General Services (GS). Need to look at training for faculty. Faculty needs ongoing training. A consultant has been hired to conduct train-the-trainer workshops.</p> <p>• Mike Orkin asked about the status on video streaming. VC Ikharo said that GS is waiting for DAS to report back regarding software. Money</p>	<p>Share Merritt College</p>	

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	<p>CAO Tortorice mentioned that Mark Swiencicki from College of Alameda is working with a group of faculty from all the colleges on a list of issues that need to be address by the smart-classroom contractors. VC Ikharo explained that some issues are not cover by the contract. VC Ikharo will provide a copy of the contract so faculty can revise the deliverables under contract.</p> <p>Louis Quindlen commented on the issues that were raised regarding maintenance to the smart-classrooms. A 3 year agreement was suggested. When does the agreement start? What does it cover? Understanding is that maintenance is to be done by a local company and that Measure A funds were to be used.</p> <p>VC Ikharo explained this is a work in progress and that each college is responsible for maintenance of their own equipment. Measure A does not cover ongoing maintenance and that is why the extended warranty with contractor was put in place. VC Ikharo will share extended warranty information.</p> <p>Alexis Alexander and Karolyn van Putten commented that the issue of on-going maintenance has come up several times at DAS and they would like to reiterate the need and importance of maintenance. Also, Karolyn van Putten asked for point of clarification as to who needs to be contacted when something is not working properly.</p> <p>VC Ikharo said that right now, for all equipment under contract, GS should be notified through the Maintenance and Operations Department (Ext. 7345). GS will place a service call to the contractor. Once the extended warranty expires, each college is responsible for selecting a local vendor for maintenance.</p> <p>Jo Ann Phillips asked if there is a reason why the colleges cannot contact the contractor directly. VC Ikharo answer that the colleges Business Officers will coordinate any maintenance issues with GS. This process is still being worked on. He also said that extended warranty covers maintenance of equipment. Parts are cover by manufacturer for 1 year, after the first year the district is responsible.</p>	<p>VC Ikharo will provide a copy of contract for faculty to revise deliverable cover under contract.</p> <p>VC Ikharo will share extended warranty information.</p>	

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	<p>Karolyn van Putten commented that it looks like we might need a help desk function before GS makes a phone call to the contractor.</p> <p>CAO Tortorice explained that there are structural differences at the colleges. If calls are routed to the IT Help Desk, they might end up being re-routed back to another area.</p> <p>Fabian Banga suggests that since the DTC is working on integration for all colleges, this might be something that DFC should work on too.</p> <p>VP Berry suggests that maybe the facilities department at each college needs to come up with a plan as to how to handle these issues.</p> <p>Louis Quindlen suggests developing a FAQ for trouble shooting and how to escalate service calls.</p> <p>MOTION TO HAVE ANOTHER JOINT MEETING TO DISCUSS THE COLLEGES PRIORITY LISTS. Motedioned by Louis Quindlen, Second by Bob Beckwith. Passed Unanimously.</p>		<p>MOTION: To have another meeting to discuss college priority lists. MOTION PASSED.</p>
Future Agenda Items:	<ul style="list-style-type: none"> • Discussion of risks under Strategic Planning. • Smart-classrooms • Computer refresh process 		
Adjournment:	10:40 A.M.		
Next meeting:	December 2, 2011 (8:30am to 10:30am)		

Minutes taken: Silvia Cortez

Attachments: DTC Meeting Minutes – October 7, 2011
Agenda for Joint Meeting (DTC and DFC)
College Facility Priorities Lists