

**Peralta Community College District
PBIM – District Technology Committee - Meeting Minutes
District Board Room
December 2, 2011 – 8:30am – 10:30am**

Fabian Banga, Vina Cera, Lee Marrs, Charles Neal, Mike Orkin, Jo Ann Phillips, Inger Stark, Tony Tortorice, Manuel U...

Joseph Bielanski, Don Petrilli, Ron Gerhard

Karolyn van Putten, Rebecca Kenney
Alexis Alexander Bryan Gibbs, Eric Gravenberg, Jannett Jackson, Minh Lam, Bala Sampathraj, David Sparks

Item and Number(s)	Discussion	Follow-up Action	Decision (Shared, Resolved/Not)
Time started	8:45 A.M		
Approval of Agenda	Agenda approved unanimously.		
Approval of Minutes	Minutes approved unanimously.		
Technology Update	<p>CAO Tortorice gave a brief review/update of what was discussed at the last IT Strategy Working Group (meeting took place yesterday and some members of the DTC were present).</p> <p>Potential projects have been identified and CAO Tortorice will do further research.</p> <p>Prioritization process will be done at the next meeting (Thursday, January 5, 2011).</p> <p>CAO Tortorice will make available to all DTC members the presentation he did for the Board of Trustees at their last meeting. This presentation should then be shared at the colleges in order to get feedback/comments/input from the colleges. All the content from the PowerPoint presentation and college input would be put into a document that will be coming to DTC for review. The PBC should expect to see the draft in February 2012</p> <p>VP Kenney said that the Technology Committee from College of Alameda is interested in having an open forum with CAO Tortorice to provide input.</p>	<p>CAO Tortorice will make available his presentation to the Board to all DTC members.</p>	

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s ice	<p>Mark Swiencicki from College of Alameda is working together with a group of faculty from all colleges. CAO Tortorice was going to help set a meeting with VC Ikharo, but VC Ikharo is still working with his team.</p>		
or the ice	<p>CAO Tortorice went over the survey results. Top 5 goals, according to the survey are:</p> <ol style="list-style-type: none"> 1. Establish technology/computer refresh policy for the district and get Board approval. Policy should include equipment standards, leasing options and timelines. 2. Develop transparent ongoing process for budget and technology planning and allocation. 3. Establish viable and efficient procurement IT process. 4. Standardize tech support structures across all colleges (guidelines for minimum number of support based on college needs). 5. Elevate technology use throughout the district (including support for students with disabilities). 		
re A and ities d	<p>VC Gerhard shared with DTC members a copy of the Measure A budget (with projects broken down by colleges) from when it was first approved as an expenditure budget by the Board in June 2009 to all expenses incurred during FY 2010-11.</p> <p>The Finance Department is working with General Services regarding budget transfer rules. In the past, there was very little oversight on the side of General Services and Finance.</p> <p>VC Gerhard explained that there was some confusion and a lot of questions because the DTC went through a very extensive discussion to set priorities. There was uncertainty as to where do the request have to go for moneys that have already been allocated and have been approved by the Board. Now, if the prioritization lists included request for items that are for more than what has been allocated further discussion is needed.</p> <p>There are a few caveats when purchasing equipment, as we have to make sure it</p>		

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	<p>meets minimum specifications set by IT.</p> <p>CAO Tortorice suggests developing of a quick policy for how to assess college technology priorities and to develop a set of standards for purchasing. CAO Tortorice will write a policy and routed for feedback, approval and implementation.</p> <p>Co-chair Banga said that setting the procedure is crucial, as the prioritization has been done.</p> <p>Inger Stark suggests making part of the process a speedy procurement process to engage cooperation from the colleges.</p> <p>VC Gerhard introduced the new Purchasing Manager, David Imada. Mr. Imada has extensive experience with technology purchasing process. He would like to set up a system with vendors not only for the purchasing of equipment, but also support services and licenses.</p>		
<p>Student password</p>	<p>IT and Educational Services have established a Working Group for student email issues and a policy has been drafted.</p> <p>Some of the items covered in the policy are:</p> <ul style="list-style-type: none"> • Forwarding emails from a Peralta student email to a personal email account. All communication from the district/colleges will be sent to the student's Peralta account, • Use of the splash screen to alert students of the email policy, • Allowing students to change passwords. <p>Lee Marrs asked if the email forwarding is working right now. AVC Orkin explained that the function works, but some students are not aware of it or don't know how to use it.</p> <p>CAO Tortorice explained that this policy now becomes a set of tasks for IT to work on.</p> <p>Co-chair Banga mentioned that this policy would be useful for Moodle.</p>		

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<p>mail</p>	<p>There are two possible choices for web email for students and staff: Google and Microsoft.</p> <p>The reason for looking into web email is to reduce cost and improve service.</p> <p>Inger Stark suggests discussion with users to show the differences with each service. Also, keep in mind all the space being used right now with unread/deleted emails.</p> <p>Suggestion is for DTC to engage in providing recommendations through the review of options and their capabilities before making a decision and to look at what other colleges/universities are using.</p> <p>CAO Tortorice talked about the risks associated with the resources we have right now (servers and staff) and how moving to web email can eliminate these risks.</p> <p>Co-chair Banga suggests the decision also includes review of which option is more user-friendly and what works best with mobile services.</p> <p>MOTION TO CREATE AN EVALUATION COMMITTEE TO REVIEW WHICH WEB-HOSTED EMAIL WOULD BEST SERVE THE DISTRICT. COMMITTEE WILL REPORT BACK TO DTC.</p> <p>Motion made by Mike Orkin, Second by Fabian Banga Passed Unanimously.</p>		<p>MOTION: To create a committee which web would best district. Co report back MOTION:</p>
<p>nce Issues. ith more nces ice</p>	<p>According to PBMI attendance policy, a member cannot miss 3 or more meeting.</p> <p>Silvia Cortez will correct attendance record for Inger Stark. She has only missed 2 meetings.</p> <p>CAO Tortorice will write memo informing appropriate parties of need to appointment replacements for DTC.</p>	<p>CAO Tortorice will inform appropriate parties of need to appoint replacements for DTC.</p>	

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from	<p>BERKELEY (Lee Marrs) BCC still missing cables for smart-classrooms and have not been able to get a response on when this issue will be resolved. The installation of new computers has been completed.</p> <p>LANEY (Inger Stark) Working on the refresh process. Network coordinators did a great job with smart-classroom installation.</p> <p>ALAMEDA (Manny Uy) Having the same issues as the other colleges regarding smart-classrooms. COA will be migrating their college website to WordPress.</p> <p>MERRITT No Report.</p>		
business	None.		
	<p>Jo Ann Phillips shared the issue of the loss of test environment a few weeks ago. Minh Lam was able to retrieve some data, but Jo Ann will like to emphasize the need to bring all the resources we have in emergency situations like this one.</p> <p>Co-chair Banga thanked AVC Orkin for his leadership with regards to connection Moodle directly to the Peralta website. This is being hosted on the cloud and is 100% reliable.</p> <p>VP Kenney thanked CAO Tortorice for his presentation to the Board. It was a very comprehensive presentation.</p>		
at:	10:15 A.M.		
on:	February 3, 2012 (8:30am to 10:30pm)		

- 1: Silvia Cortez
- DTC Meeting Minutes – November 4, 2011
- DTC Goals Survey Results
- Draft – Peralta Student Email and Password Policy
- Measure A Budget