

**Peralta Community College District  
PBIM – District Technology Committee - Meeting Minutes  
District Board Room  
December 7, 2012 – 8:30am – 10:30am**

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

Agenda Item and Presenter(s)	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved/Unresolved?)
<b>Meeting Called to Order</b>	8:55 am		
<b>I. Review and Approval of Agenda</b> Facilitator	Agenda approved unanimously. Motioned by Fabian Banga, Second by Mary Louise Zernicke.		
<b>II. Review and Approval of Minutes from November 2, 2012 Meeting</b> Facilitator	Minutes from the November 2, 2012 meeting were approved with corrections to note that Patricia Rom attended as a guest. Motioned by Fabian Banga, Second by JoAnn Phillips. Approved unanimously.		
<b>III. Revised DTC Planning Calendar incorporating DTC Goals and Priorities fro 2012-13 (Based on PBC expectations/Planning Calendar)</b> Facilitator/AVC Madlock	This is the third revision to the calendar. This calendar is intended to be in alignment with the PBC calendar. Once it has been set, the dates probably won't change, but keep in mind that at this time we are behind and we might need to make modifications for this year.  MOTION TO APPROVE THE PLANNING CALENDAR AS IT IS WRITTEN TO KEEP IN ALIGNMENT WITH THE PBC CALENDAR. Motion by Inger Stark. Second by Lee Marrs. Approved Unanimously.		
<b>IV. Defining Technology for IT budgeting purposes; review of DTC memo to PBC re BAM language for IT</b>	This committee is having a difficult time defining 'technology' for purchasing purposes. Dean Stark did not get a chance to do research on this definition.	FORWARD REVISED LANGUAGE TO THE PBC.	

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<p><b>spending match dollars</b> Facilitator/AVC Madlock</p>	<p>Some brainstorming terms as to what fits the definition of technology: Computers, desktops, laptops, smartphones, telephone systems, software, everything in the smart-classrooms, anything with or needed an IP address, audiovisual equipment, printers.</p> <p>Last year we started the definition with everything that has an IP address, but soon realized that this didn't work because there is some equipment that does not have IP addresses (AV equipment) and is considered technology. IP addresses allow the IT department to manage equipment through a network.</p> <p>Language suggested: Any device that is intended to be connected to the network.</p> <p>Most of the equipment mentioned in the brainstorming list falls into the responsibility of district and college IT to purchase, support and train users. AVC Madlock is planning to create a Technology Trainer positions and he will need the support of this group in order to get this positions funded.</p> <p>Addition to the language: Any device that is intended to connect to the network and for which staff is required to install, maintain and operate said devices.</p> <p>Wikipedia definition of technology: Use of computer and communication equipment to store, retrieve, maintain or manipulate data.</p> <p>Dr. Jackson is concerned that we have come up with a model that applies to the colleges, but leaves out the district office. (This is in reference with the BAM language discussed at the last DTC meeting and that was forwarded to PBC). Dr. Jackson would like for the language to be more specific when making reference to the district IT Department to make sure the district office goes through the same prioritization process.</p> <p>Suggested modification to BAM language (All modifications are shown</p>		
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	<p>in <i>bold and italics</i>):</p> <p>"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 <i>IT</i> service <i>areas</i> 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 college <i>and central office IT service areas</i> and partially funded at the colleges <i>and central office IT services areas</i>.</p> <p>"Colleges <i>and District IT</i> will identify and prioritize projects and forward their request 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 recommendation to the Chancellor no later than February 1."</p> <p>MOTION TO APPROVE THE REVISE BAM LANGUAGE AND TO FORWARD SUCH LANGUAGE TO THE PBC.  Motioned by Jannett Jackson. Second by Lee Marrs.  Approved Unanimously</p>		
<p><b>V. Finalize template for collecting D-W IT needs from the colleges</b>  AVC Madlock</p>	<p>AVC Madlock showed the template that he has used in the past to budget for IT needs at the college level. Each item is tied to an Institutional Objective (IO) and/or Operational Outcome (OO).</p> <p>This model has two documents: a spreadsheet with all the budget information and a narrative to support each line item. It is suggested</p>	<p>FORWARD THIS RECOMMENDATION TO THE CHANCELLOR AND HIS CABINET TO ENDORSE THIS</p>	

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	<p>that instead of two separate documents, it can be combined into one Excel document with multiple sheets.</p> <p>AVC Madlock went through the Peralta Chart of Accounts and how each part of the budget code is use.</p> <p>The colleges do not look at very specific budget line codes when developing their budgets. Instead they do allocations to the major object codes and budget transfers are made as necessary. It will be easier for the colleges to use the broad object codes categories (4000s, 5000s, 6000s, etc.) to report back to the district and do the detail planning just at the college level.</p> <p>It was suggested that in the near future all this budget planning could be done right into the system instead of using Excel spreadsheets.</p> <p>It was suggested for this recommendation to be forwarded to the Chancellor for his endorsement and to send it to the PBC as an information item.</p> <p><b>MOTION TO FORWARD THIS RECOMMENDATION TO THE CHANCELLOR AND HIS CABINET TO ENDORSE THIS PROCESS AS SOON AS POSSIBLE FOR THE COLLEGES AND THE DISTRICT OFFICE TO USE THE IT BUDGET PLANNING FORM AS A PLANNING MODEL AND THIS MODEL WILL BE EVALUATED AFTER ITS USE.</b></p> <p>Motion by Mike Orkin. Second by Fabian Banga. Approved Unanimously.</p>	<p>PROCESS AS SOON AS POSSIBLE FOR THE COLLEGES AND THE DISTRICT OFFICE TO USE THE IT BUDGET PLANNING FORM AS A PLANNING MODEL AND THIS MODEL WILL BE EVALUATED AFTER ITS USE.</p>	
<p><b>VI. Developing a process for determining &amp; criteria for prioritizing D-W IT needs and collecting/aggregating College IT needs</b> AVC Madlock/Banga/Samprathraj</p>	<p>This item was tabled.</p>		

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<p><b>VII. Alignment of college IT needs/priorities with District IT Strategic Plan projects/timeline</b> Facilitator/AVC Madlock/Dean Stark</p>	<p>This item was tabled.</p>		
<p><b>VIII. District IT Reports/Updates</b> AVC Madlock/Banga</p>	<p>A) EMAIL TO THE CLOUD (GMAIL) PROJECT STATUS (COMMUNICATION PLAN) Kickoff meeting will take place on December 12, 2012 at 9:00 am in the District Office Boardroom.</p> <p>B) PEOPLESOFT UPGRADE – TIMELINE, ETC. Timeline is still the same April/May. AVC Madlock will be sending invitations for the next meeting after the winter break.</p> <p>C) END DEVICE/ASSET MANAGEMENT IMPLEMENTATION ("BIG FIX" – <a href="http://www.bigfix.com">www.bigfix.com</a>) This project is on schedule. PG&amp;E will come in to evaluate progress the week of December 17, 2012. We will be getting a rebate from PG&amp;E based on the number of computers where the software has been installed.</p> <p>D) BP/AP 3720/3720 RE "INFORMATION TECHNOLOGY USE" ("TELEPHONE, COMPUTER AND NETWORK USE" WAS THE AP TITLE) This policy is being evaluated right now. Within BP there is AP language that would help us govern how we utilize computers. Another component that will come out of it is a User's Guidelines and this might be on the next agenda for DTC. The district and the colleges need to adhere to CENIC and CalREN regulations, as we do not own our internet use.</p> <p>E) PEOPLESOFT RESOLUTION TEAM (PRT) The meeting schedule for December 17, 2012 has been canceled. PRT Meetings will resume in January 2013.</p> <p>Dean Stark asks for AVC Madlock to leave open the time scheduled for</p>		

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	<p>PRT on December 17 for any technology related meetings.</p> <p>F) NEW IT STAFFING, HIRING IN PROGRESS, FUTURE IT STAFFING NEEDS Interview for the Director of Enterprise Services position will be held next week. The application timeframe for the Director of Technology Services will close on December 17 and AVC Madlock hopes that interviews for this position will take place as soon as we come back from the winter break.</p> <p>G) SERVER VIRTUALIZATION PROCESS AND DISASTER RECOVERY PLANNING STATUS AVC Madlock has identified all the equipment that was purchased. \$600,000 of the \$800,000 was spent and the equipment has been installed at the district office, Laney, Merritt and Berkeley (no equipment for Alameda was purchased at this time, since Alameda had purchased new equipment recently, explaining the \$200,000 savings), but not all has been used for the intended purposes. Need to establish a recovery plan and this plan may need to be added to the IT Strategy.</p> <p>This is a long-term infrastructure project and training will be needed for the college network coordinators.</p> <p>Need to keep in mind that a year has passed and this equipment has lost some of its value. That is why proper project management is crucial for IT projects.</p> <p>H) DISTANCE EDUCATION (BANGA) Moodle for spring 2013 will be live next week.</p>		
<p><b>IX. Reports from Colleges (Including Smart Classrooms Status)</b> College Reps</p>	<p>No reports from the colleges, due to the short length of the meeting.</p>		
<p><b>X. New Business</b></p>			

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Facilitator			
Adjournment:	10:35 am		
Next meeting:	February 1, 2013, 8:30am to 10:30am		

Minutes taken: Silvia Cortez

- Attachments: DTC Meeting Agenda – December 7, 2012  
 DTC Meeting Minutes – November 2, 2012  
 Memo for BAM Language for Multi-year IT Expenditures Planning  
 DTC 2012-13 Planning Calendar – Revised Draft  
 2013-14 Budget Development Calendar – All Funds