

ENG Meeting

Meeting Minutes

September 21, 2011

Present: Chi Au, Kit Hui, Vincent Koo, Antoine Mehouelley, Jon Olkowski, Patricia Rom, Bala Sampathraj, Tony Tortorice, Linnea Wren

WELCOME AND INTRODUCTIONS

Tony Tortorice gave a brief introduction regarding his job at Peralta and his extensive IT background. Tony's role is mainly organizational. One of his recommendations to the Chancellor is to reinstitute the ENG Committee in order to improve communication between the District Office and the colleges.

This committee will be run by the network coordinators.

1. CHARTER OF ENG COMMITTEE

(Tony will assist to write the committee charter)

- a. Membership: Anyone who wants to attend is welcome, but only one vote per college.
- b. Meeting Schedule: Monthly meetings with a two months break during summer. Meetings will take place the third Wednesday of the month at 3:00 pm in the IT Conference Room at the District Office. Will try to do video conferencing for those members who cannot attend and see how that works.
- c. Voting Rules: Anyone can attend meetings, but only one vote per college.
- d. Scope of ENG Committee: This group will make sure infrastructure works and it should act as an advisory group to the District Technology Committee (DTC). Tony will inform the DTC that technology issues need to be run by the ENG Committee.

Tony will try to find a way to address the standardization of who do college network coordinators report to at the college level. Each college should have an administrator/coordinator, who then reports to the District (IT centralization).

Also, need to establish and apply standards for purchases. Maybe find a master contract and make purchases out of this contract. One of the big issues right now is that most purchases have to go through General Services and there are no standards/rules for IT purchases.

This committee can be a forum for exchanging technical information and to bring in vendors for demonstrations.

At the request of college network coordinators, Tony will share IT budget/expenses information at next meeting.

e. Standing Agenda Items:

- Report from the District IT on upcoming activities and plans
- Around the table for information exchange

- Report from DTC
- ENG Top Ten

2. IT STRATEGY

This needs to be done in a collaborative manner. It needs to be the Peralta strategy, not the IT strategy. There will be input from IT, staff, and faculty. The kickoff meeting is scheduled for next week and this will be a 3 months process.

Tony requested an IT Plan for the year. In order to establish a process we need to look at goals to be achieved, document the current state of things, and find out steps needed to reach goals.

If some of you are involve or working on establish goals through DTC, you can bring that to this group.

3. ELECTION OF COMMITTEE CHAIR

Tony will try to be here for all meetings. At the moment Minh's role is focus on PeopleSoft.

This committee will be run by the network coordinators and the role of Chair can rotate every year. The Chair will be in charge of the agenda and contacting members to remind them about meetings.

Bala Sampathraj and Vincent Koo will be co-chairs.

4. AGENDA ITEMS FOR NEXT MEETING:

- Budget Report (General Fund, Measure A and Measure E)
- List of issues/frustrations dealt with on a daily basis
- Revise/edit ENG email group
- Smart-classroom feedback
- Brainstorm goals/problems to generate a top ten list
- Measure A process for technology-related purchases (Tony shared his experience on how LAUSD implemented a big purchase similar to this by establishing master contracts with 4 vendors. Anyone can purchase based on establish standards, computers are delivered to a master service provider which has the district's basic image. They install, tag, etch school logo, deliver to school, install and test every system. LAUSD also brought warranty for extended years, so when machines don't work, a call is place to the company's help desk and they come out and service the machines)
- Computer refresh purchasing
- HR re-classification report from Tony