

Berkeley City College - Technology Committee
 Meeting Minutes - Thursday, February 16, 2017
 12:15 - 1:15 pm, Rm 451A

Facilitators: Tram Vo-Kumamoto and Joseph Bay

Attendance: Justin Hoffman (Co-Chair), Tram Vo-Kumamoto (Co-Chair), Joseph Bay (Co-Chair), Vincent Koo (Campus Network Coordinator), Theresa Rumjahn (Web Specialist), Siraj Omar (Science Faculty), Phu Le (BCC IT)

Agenda Item	Discussion	Follow-Up/Action	Decisions
Call to Order	12:20 pm		
I. Review Agenda	Tram Vo-Kumamoto reviewed the agenda. Additional items will be discussed at the end. The draft minutes were reviewed and there were no objections.		
II. Re-evaluate the Prioritization Process for Instructional Technology	<p>Joseph Bay and Vincent Koo briefly reviewed the end-of-life (EOL) worksheet which lists equipment and costs highlighted for replacement. The main categories (tabs) are Faculty, Staff, Computer Labs, Classrooms, and IT Support. The Staff equipment does not fall under instructional technology and other funding sources will be needed. Vincent Koo indicated that all EOL equipment is 5+ years old.</p> <p>Justin Hoffman inquired how new items can be factored in to the prioritization list. Tram Vo-Kumamoto indicated that new items can be addressed after the funds are disbursed for the current EOL list. The process for new items is usually vetted through the Deans' lists and program reviews which are developed using the previous year's planning data. No new items were noted on the Deans' lists. Joseph Bay indicated that other funding was found for the Science Department's equipment mentioned at the last meeting. Justin said new items are identified when new courses are offered and become an immediate need.</p> <p>Tram Vo-Kumamoto outlined a set of variables we can use for prioritization under instructional technology funding. The variables and considerations were discussed. It was agreed that higher priority should be given to items that:</p> <ul style="list-style-type: none"> • serve all areas. • have the longest EOL (end-of-life) age. • are integral to classroom instruction. <p>Two considerations that may affect prioritization are:</p> <ul style="list-style-type: none"> • The item's technical specifications, such as whether or not purchase can be delayed if advances in technology are expected soon. • Rollout/installation plans, including staffing constraints or in cases where the equipment should be installed when classes are not in session. 		

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III. Determine how funds will be awarded	<p>Tram Vo-Kumamoto indicated that we have \$342,000 for instructional technology. The committee discussed the EOL worksheet in detail, identifying retired items that can be redeployed for other uses resulting in campus-wide cost-saving. For example, outgoing desktop computers from a classroom could be used to replace older computers in faculty work areas or computer labs that use desktops. There is a shortage of laptops for redeployment to writing labs. All printers in the faculty areas have already been replaced. Additionally, purchases for some equipment (such as document readers) may be postponed until advances in technology for the equipment become available in the near future (i.e. prefer not to purchase equipment now that may become obsolete soon).</p> <p>The majority of high priority EOL needs were found to be in Classrooms, Computer Labs, and IT Support. The final prioritization list will be compiled by Tram Vo-Kumamoto and distributed by email to Tech Committee members. The final list will be presented at the next Roundtable meeting on Feb. 27.</p>	<p>Tram Vo-Kumamoto will finalize the prioritization list and distribute to Tech Comm. members.</p> <p>The final prioritization list will be brought to Roundtable on Feb. 27</p>	
IV. Determine if warranty cost will be 3-year or 5-year	<p>After discussion, it was agreed that warranty costs should be 4 years. At 5 years, the warranty costs would likely be higher than the replacement costs. All of the estimates in the EOL list include warranty costs.</p>		
V. Other	<ul style="list-style-type: none"> • Discuss new items for instructional technology funding next time. • Technology planning for the new building will be addressed by the President. 		
VI. Next Meeting Agenda	<p>Agenda items for the next meeting include:</p> <ol style="list-style-type: none"> 1. Review this year's prioritization process <ul style="list-style-type: none"> o Improvements/timing (e.g., submit requests to the Tech Comm. in November for inclusion in the Deans' lists) 2. What funds remain; can these funds be used to finance other requests? 3. Discuss new technology items and how to parse out funds for these. 4. Canvas transition 5. Website update 		
VII. Adjournment	1:30 pm		
Meeting Dates	Fri.: 10/28 & 11/18/16; Thurs.: 2/2, 2/16, 3/2, 3/16, 4/6, 4/20, & 5/4/2017, Rm 451A		

[Notes taken by Theresa Rumjahn]

Handouts:

- Agenda for February 16, 2017
- Note: The draft 2/2/2017 minutes and the EOL Worksheet were displayed by projector.