**Facilitator(s):** Antonio Barreiro

**Attendance:** Roberto Gonzalez, John Pang, Fabian Banga, Theresa Rumjahn, Siraj Omar, Vincent Koo, Joe Doyle, Mary Clarke-Miller, Josh Boatright, Leonard Chung, Antonio Barreiro, Minoosh Zomorodinith

| **Agenda** **Item** | **Discussion** | **Follow-Up Action** | **Decisions/Resolved** |
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| Meeting Called to Order | 12:25 pm |  |  |
| 1. **Introductions** | Dean Barreiro asked everyone to introduce themselves to Associate Vice Chancellor of IT, Calvin Madlock, who was present on videoconference. | None required. | None required. |
| 1. **2015/16 BCCTC Meeting Schedule** | Dean Barreiro said the meetings will be on the first Tuesday of each month in Room 451 A or B, from 12:30 – 1:30 pm, but the November meeting will be in an alternate location because Rm 451 will be needed for another event. Shared governance has a full calendar at college hour, so the first Tuesday was the best available day. | None required. | None required. |
| 1. **2015/16 Committee Membership and Roles** | Dean Barreiro summarized that the committee charge was revised last year, and we can revise it for this year. Instead of people listed on the membership page, the roles can be listed with people’s names following since we have committee members who wear multiple hats. Dean Barreiro said he will check the sign-in sheet to assess if we have all of the roles filled, and put out a call if we are missing any roles.  The BCCTC needs new leadership, since the current co-chairs have served in their capacities for several years: Dean Barreiro is now in his 3rd year, Dr. Banga is in his 7th year, and Mr. Roberto Gonzalez is representing Classified Senate. | Dean Barreiro to check sign-in list for membership roles and will send out a request if any roles need to be filled. |  |
| 1. **VOIP Implementation (Added item)** | Dean Barreiro discussed that VoIP implementation at BCC was delayed but could start on Oct. 6. BCC IT staff is needed on-site for security when the vendor and District staff installs the system – this will include Friday evening and may extend into Saturday. Assoc. VC Madlock said the cutover may be at 6 pm on Friday, but they may need access to the datalink on Saturday morning also. Mr. Vincent Koo (BCC Network Coordinator) indicated he would be available at those times. John Pang (Business Supervisor) said Business Manager Shirley Slaughter had already approved the Friday work to midnight. Dean Barreiro said someone from District IT should also be on the Saturday team. Mr. Koo said BCC IT needs to go through the BCC phone system to update personnel changes.  Assoc. VC Madlock said there will be training at BCC on Oct. 2, at 20-minute intervals beginning at 9 am. Mr. Vincent Koo said BCC IT will have the training phones set up in Rooms 451 A/B in the same way as last time. Dean Barreiro said the new phones he tested have better features and graphics, although the learning curve is not very steep. There is a new system call manager feature for superusers (such as Marilyn Montague who manages the main campus phone number).  Mr. Gonzalez asked when the new phone consoles will be on the desks and if porting of existing messages be available. Assoc. VC Madlock explained that the old system messages will not port over but you will be able to access them by dialing 7333 or another number that District staff will need to determine. Dean Barreiro said we will need access to old voicemail and instructions to staff about how to do this. Mr. Vincent Koo said currently we press “Messages” on the phones to hear voicemail, and there is a remote access number.  Mr. Joe Doyle (MMART faculty) asked if there was any beta testing planned at one college first? Assoc. VC Madlock said testing was done at the District office first and we now have a list of lessons learned and better ideas on implementing the system. The current system is 15 years old and so there could be issues during implementation that we need to work through. Mr. Koo noted that Merritt has one building that is working off the new system, and Assoc. VC Madlock confirmed that it was the new Barbara Lee Science Building. | A campus-wide notification should be sent out about the Oct. 2 drop-in training, 20 min. intervals, Rm 451 A/B | None required. |
| 1. **BCC Goals and Accomplishments** | Dean Barreiro discussed that Tech Committee needs to review the 2014-15 Goals and Accomplishments with a focus on whether or not they should be the same goals to project for 2015-16, especially with the Education Master Plan in mind. He asked everyone to just review the BCC goals from last year that pertain to technology that can be rolled forward to this year, and to comment on any new goals that should be created. He will send everyone an email with a link to the Google Doc item with 5 or 6 questions where we are collecting feedback. He said we need to submit Tech Comm comments by Thursday close of day.  Joe Doyle raised the concern that certificate completions are at a peak now since the program recently began. However, he was concerned that this level will drop off now, and there is no mean level for comparison or way to put the results in perspective for this coming year. Dean Barreiro said that our Goals and Accomplishments focus is to look at the goals from a Technology perspective, and if there’s a better goal then we should put that in our comments that will go to Roundtable. Dr. Banga provided the example that the infrastructure affects all of the goals. |  |  |
| 1. **Review of FY2015 APU Prioritization of Technology Needs** | Dean Barreiro discussed that every year we prioritize our technology needs as requested by the ACCJC. The Tech Committee did this in March as part of the 2014-15 APU Tech Request Review. We use this information to make much-needed purchases. Joe Doyle said that he and Ms. Mary Clarke-Miller shared a Word document (Technology Needs for Multimedia and CIS) at the last Roundtable (prepared by Ms. Clarke-Miller); the amount is about $2 mil. Dean Barreiro replied that this looks consistent with the Annual Program Update, but any purchases need to be linked to the APU for the department. This document would be supporting documentation to the department APU. |  |  |
| 1. **Fulfilling Prioritized Needs** | Mr. Gonzalez discussed that last year’s prioritization process was good until we came down to identifying the funding source availability. Once the rubric was done, it was confusing about what happened next and where would the funding come from. People didn’t know if they were going to get that funding. DSPS found funding within the department, but the project was never funded. There is a lack of clarity about what this (Tech) committee can do. Can it funnel money from someplace else or does the money has to come from within the department? The DTC report from its members shows the projected cap for BCC is $3.7 mil, but there is no alignment with Ms. Clarke-Miller’s $587,465.00.  Dean Barreiro noted we don’t have a bucket of money such as for $2 mil or $3.7 mil, so we don’t know how much we have. Dr. Banga noted that even the ACCJC found we did not get the money for projects we prioritized. Mr. Doyle said we received a $2 mil in kind grant from industry, but we should get $1.5 mil from Peralta. Mr. Joshua Boatright (Library) said President Budd had asked him why the photocopiers are not working – he has put in copier requests during the prioritization processes, but has not seen any funding yet. Dr. Banga and Dean Barreiro indicated that we are proceeding properly by putting in the requests and prioritizing. Our remaining Measure A funds are marked for the new building. So Tech requests need to have new funding sources such as CTE funding via Dean Katherine Bergman). It’s a shared frustration, and we all have high-priority needs. We need to reintroduce our list at Roundtable and emphasize our points there so we can get funding for some of our projects. Everyone was in agreement that Tech Committee needs to get a budget number from Roundtable with which to use in updating our prioritizations. It was agreed that we need to request Roundtable for this information and also request the DTC for a budget plan and numbers. And we need to have President Debbie Budd carry this through at the District level.  Mr. Doyle discussed that the MMART program is a District program that is carried out at BCC. This arrangement was made several years ago when the District (and BCC) competed with many other community colleges to have the support and industry backing for this type of program. It was the District who made the agreement, so it should be the District to provide the funding. |  |  |
| 1. **FY2016 Program Review Process** | This item discussed during Items V (Goals and Accomplishments) and VI (Review of FY2015 APU Prioritization of Technology Needs). |  |  |
| 1. **Adjournment** | 1:30 pm |  |  |
| Next Meeting | Thursday, October 6, 2015, 12:30 - 1:30 pm, Rm 451 |  |  |

*[Minutes taken by Theresa Rumjahn]*

Handouts:

* Agenda