# BERKELEY CITY COLLEGE – TECHNOLOGY COMMITTEE

## MINUTES for the Meeting of Wednesday, November 12, 2014

## 1:30 – 2:45 PM, Room 451A

ATTENDEES: Antonio Barreiro, Calvin Madlock (Associate Vice Chancellor), Joanna Louie (for John Pang), Vincent Koo, Roberto Gonzalez, Joshua Boatright, Fabian Banga, Mary Clarke Miller, Theresa Rumjahn, Bryan Gibbs, Carlos Cortez

CO-CHAIRS: Antonio Barreiro, Fabian Banga, Roberto Gonzalez

## DISCUSSION OF AGENDA ITEMS:

1. **Call to order (1:45 PM) – Antonio Barreiro**
	1. Antonio Barreiro called for reordering the agenda to allow Associate VC Calvin Madlock to speak first because Carlos Cortez was delayed by the BCC Town Hall Meeting.
2. **District IT News and Project Prioritization – Calvin Madlock**
	1. Calvin Madlock shared news from District IT, overview of projects, and heard BCC’s comments. The District IT is responsible for the safety, security, privacy and integrity of District and campus technology services.
	2. A new Partnering program with business may open up job opportunities for Peralta students. At BCC, it was suggested that representatives of CIS, MMART, and Curriculum Committee contact Calvin for involvement. Mary Clarke Miller (MMART) indicated interest and that she would send information on to Thana (CIS Dept. Chair).
	3. Current Projects in District IT Strategy Plan for 2012:
		* Upgrade PeopleSoft (PS) Campus software.
		* Install Financial Aid modules.
		* Rewrite the IT strategy to include items not included 2012 Plan. The new name is the Strategic IT Plan and the funding for this strategy is the leftover from Measure E which will be allocated to technology.
		* The IT 2012 Plan contained Priority A, B, C Projects ($5 million), but only Priority A has a budget ($2.5 – 3 million) because of ranking based on a Risk matrix. The money for Priorities B and C has disappeared.
	4. Priority #1 Projects in the new Strategic IT Plan that may impact BCC:
* Web-based email (Google’s Gmail).
* Class scheduling project – IT is reviewing Ed Astor, Schedule 25 and EMC Scheduling; there will be demos.
* Upgrade Finance module – this impacts business offices and requisition because the current system will go out of compliance on December 2014 (no support, payroll problem, no contract with Oracle means having to call them when problems arise).
* Telephone System (Voice over IP/VoIP) – will be implemented this fiscal year.
* Academic Advising and Student Login – internet-based SARS system for appointments.
* Open CCCApply – will move to a new system sponsored by the State Community College Chancellor. Peralta IT will implement this by mid-December, so the UI may be more user-friendly and less complicated for admin staff.
* Emergency Alert System Project at all 4 campuses – for emergency announcements only, although there is a module for disseminating more regular information.
	+ You must be registered to send announcements (e.g., A&R announcement about dropping students for lack of payment), especially if done by cell phone. If done by texting or email, there is a potential for the whole District or a person being blacklisted. Peralta email/smtp server does not go external.
	+ Need to work with HR to send emergency info out.
	+ Existing phone communication system takes 4 days to dial-up and contact everyone, according to information from Adela Esquiel-Swinson.
	+ Alertify was in place for 2 years, but the list is not up to date; only a handful of people are on a call list in the system.
	1. Priority Projects For Next Year:
		+ e-Benefits
		+ Campus technology upgrades on equipment technology and core routers.
		+ Time and Labor module for HR to track attendance accounting.
		+ Update Campus Solutions module to take advantage of mobility – one database to be split into two and prepared to be mobile-ready.
		+ Fee waivers through CCCApply.
		+ Early Alert System to be upgraded for EOPS, DSPS.
		+ Compass for assessments to be upgraded.
		+ Electronic transcript.
		+ Update SARS.
		+ Faculty gradebook.
		+ Facility upgrade module.
		+ Financial data warehouse (more efficient) for financial budget – under review are:
			1. ElectronicPA format (ePad) which is not integrated with PeopleSoft.
			2. Wireless campus improvements for server virtualization.
		+ Universal Portal to access our resources via one portal
	2. Technology Budget Plan for Priority Projects for Next Year:
		+ District IT is currently working on prioritizing these projects.
		+ Work is estimated to be 2 years, with 1 major project a year based on time and labor estimates.
		+ Technology Budget Plan includes annual and strategic long-term operational budgets for all 4 campuses.
		+ The Plan needs to go through the approval process.
		+ BCC had the most aggressive plan.
	3. Further Discussion:
		+ Roberto Gonzalez invited Calvin Madlock to come out to BCC more often.
		+ Calvin Madlock said there will be no funding for network upgrade using Measure E money because Measure E money will run out when the Finance upgrade project is completed ($1 million). Measure A dollars are coming to an end and remaining funds are mostly allocated. So we are thinking to go out for another budget measure unless Finance Dept. can get money from the State which would free up some money for network upgrade.
		+ Bryan Gibbs asked for District IT staff to perform an assessment of BCC for video conferencing implementation. We have video conferencing equipment (such as Cisco c40 video capture equipment) and we have 4 Level 3 classrooms that are video-conferencing-ready, but we do not have the backbone to connect the equipment to make this work. We also do not have a way to stream video across the world (i.e. an outside IP). We could roll this out via VoIP or another server project, but we do not have a way to implement this. We have world-renowned science lecturers, Nobel Prize winning speakers, and other events at BCC which we would like to broadcast to the public. This would increase the size of our student population by extending instruction remotely. We have gone beyond just the planning by actually having purchased the equipment and constructing the classrooms according to previous technology review plans. The equipment is aging and will become obsolete. We have been waiting for 2 years for an assessment.
		+ Vincent Koo said our video capture equipment and cabling is not maintained in a plan. We have hardware purchases but we need a management plan. Antonio Barreiro said the AV equipment used for instruction is included in our instructional plan but video technology and cabling is not included. Other campuses have an AV component in their plans, but Peralta doesn’t.
		+ Calvin Madlock said 7 – 10% of instructional technology should be infrastructure (not including computers and desktops which are in a separate budget for hardware), and we can get grants for computers but not for infrastructure (e.g., servers, switches, etc.). We can’t spend money on maintaining previously purchased equipment. We can spend money only on new equipment. So the colleges are being asked to spend Measure A money on the old equipment.
1. **BCC Equity Plan Update – Carlos Cortez**
	1. Carlos Cortez requested Tech Committee members to provide important review and input on the draft BCC Equity Plan he distributed to BCC-FAS this week. It will continue to circulate this month for comments. The draft Equity Plan is a shared governance scheme based on research and planning for achieving goals to close the academic gap experienced by targeted student populations.
	2. Everyone was invited to participate in Equity Plan meetings, the next one to be on Wed., 11/19. The Plan will be submitted to the District by Thanksgiving.
	3. Elements of the plan that have a technology component include:
		1. Online tutoring
		2. Equipment and space to support the online tutoring
		3. Computer lab carts, especially at South Campus
		4. Early alert system locally at BCC (previously mentioned by Calvin Madlock at the District level)
		5. SARS tracking with SSSP earlier than later, especially at South Campus
		6. Chromebook pilot in the library, which will most likely be expanding
		7. Automate degrees and certificates
2. **Review and approval of committee meeting minutes – Antonio Barreiro**
	1. Antonio Barreiro distributed copies of the draft committee meeting minutes for November 6, 2013, December 11, 2013, February 12, 2014, March 12, 2014, May 14, 2014, September 10, 2014, and October 8, 2014. All were asked to review and submit comments/approval (for the meetings attended) to Antonio Barreiro over the next week. Approved minutes will be posted on the Technology Committee website.
3. **Preview December meeting agenda include Spring change to Tech Committee meeting schedule**
	1. Antonio Barreiro said the meeting schedule will probably change next semester.
4. **Meeting Adjourns (2:45 PM)**

*(Minutes taken by Theresa Rumjahn)*

**Handouts at the Meeting:**

* Agenda
* Draft Minutes for November 6, 2013; December 11, 2013; February 12, 2014; March 12, 2014; May 14, 2014; September 10, 2014; and October 8, 2014

**Addendum 11/20/2014:**

**Agenda Item #4** – Technology Committee reviewed and approved the draft minutes electronically.