Facilitator: Tram Vo-Kumamoto

Attendance: Joseph Bay, Vincent Koo, Theresa Rumjahn, Tram Vo-Kumamoto, Justin Hoffman, Roberto Gonzalez, Phu Le

Agenda Item	Discussion	Follow-Up/Action	Decisions
Call to Order	12:15 pm		
I. Review Agenda	Add a discussion about the spring meeting schedule as #V. Need a Hot Topics agenda item.		
II. Review Minutes from 10/28 and 11/18 meetings	Postponed to next meeting. Theresa did not have time to prepare the 11/18 minutes.		
III. Review Charge and Confirm Co-chairs	The Charge of the Technology Committee was postponed until the Spring to allow for any changes Roundtable may make. Roundtable determined at its last meeting that a bigger evaluation is needed for all of its shared governance committees. The Tech Committee needs to develop and propose the BCC purchasing plan by March 2017. Joe Bay will be the Classified Staff Co-chair. Vincent Koo will provide equipment data and reports to him to bring to the Tech Comm. Justin Hoffman will be the Faculty Co-chair. Tram Vo-Kumamoto indicated that the co-chairs will meet to work on the agendas, plan and organize the meetings, and compile and prepare related material as needed. She said that Spring 2017 will be intense because of the need to develop a 3-yr cycle tech plan. Next year should be less work because spending and purchasing will be implemented according to the 3-yr plan. Planning and refinement of the current 3-yr plan and future 3-yr plans will be ongoing.	Tram or Justin to check with Kelly Pernell on Academic Senate approval of Justin's assignment as Faculty Co-chair and also other AS-designated positions.	
IV. DTC Report	Vincent Koo summarized the last DTC meeting of 11/4. a. The status (or tardiness) of Ferrilli SWOT reports was discussed by Ferrilli representatives (Deb Bennett and Sue Taylor) as well as District IT Team concern about IT leadership and project management transition when the Ferrilli contract expires in December. It is likely that Ferrilli's contract will go beyond December but no dates were given. b. Roger Clegg, independent IT reviewer from Yuba Community College, summarized his assessment of Ferrilli's progress reports and work to date. He had a positive report	IV.a. Tech Comm needs to follow the Ferrilli contract extension items on Board agendas so we know who is in charge for tech requests.	

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	of Ferrilli's work and progress reports so far. c. The recommendation to the DTC was to hire a Vice Chancellor of IT so Ferrilli does not continue in its management and leadership roles. Roberto Gonzalez raised the concern about having campus representatives on the hiring committee. Justin Hoffman said he received an email about this hiring committee but Cleavon and Kelly should be notified that campus reps are needed. Roberto said he received an email about a hiring committee for a District PeopleSoft position but there was no mention of campus representation. Tram Vo-Kumamoto said there is no process for administrative staff involvement in hiring committees even when campus concerns are not the same as District concerns for a District-wide position. There was general agreement that campus representatives are needed on hiring committees for District positions that have direct effect on the campuses and as shared governance participation. This should be brought up to our campus leadership. d. The Chancellor's proposed merging of the District Facilities Committee and District Technology Committee was met with negative feedback from the DTC members and attendees. While some topics and projects concern both the DFC and DTC, there are many technology-based and IT-based discussions that do not involve the DFC, and vice versa. There would be insufficient time to address tech issues in a merged committee. Also, the timeframe for work would be shortened because there would be an extra committee to plan around with its own set of meeting schedules and review procedures. Instead of submitting BCC's equipment prioritization requests in March, we would probably need to submit it in December in order to meet the various college and District committee meeting schedules. Tram noted that we need to follow this new shared governance structure and that the Faculty Senate should consider putting forth a formal recommendation to the DAS about either merging or staying separate. Justin Hoffman agreed to draft a position on this merger and to bring it for discussion to the Academic Senate. Tram also requested the Classified Senate to consider sending a formal recommendation, and Roberto Gonzalez agreed to follow-up.	IV.c. Tech Comm needs to track the IT VC hiring process; campuses should be on hiring committee. IV.d. Justin Hoffman to draft recommendation on the Chancellor's proposed DFC/DTC merge and to send to the Tech Comm co-chairs. Justin Hoffman and Roberto Gonzalez will bring this item to the Academic Senate and Classified Senate, respectively, for formal recommendations to be sent to the Chancellor.	
V. Spring Meeting Schedule	More people can meet on Thursdays than Fridays. The following schedule was set: Jan. – no meeting (prep eqpt prioritization list – Vincent Koo and Joe Bay) Feb. 2 – review and reconcile equipment priority list against program reviews Feb. 16 – develop equipment prioritization list Mar. 2 – finalize prioritization list and submit to Roundtable Mar. 16 – submit to District Apr. 6 and 20	Theresa to add dates to the Tech Comm website; locate room.	

Agenda Item	Discussion	Follow-Up/Action	Decisions
	May 4 (if needed)		
VI. **Update Requests List from last year**	Vincent Koo distributed and discussed an updated technology end-of-life replacement list for faculty and staff workstations. Tram requested a "categories" column be added to the list to help identify funding sources. She explained the 3 major Categorical Funds: • SSSP Only (assessment, orientation, counseling, movement into majors) • Equity (to eliminate gaps; must have any of these: direct student use, or support student services that involve students using the service, or an instructional program such as the A&R, LRC and student tutoring support, or technology that solves gaps) • Instructional Equipment (labs, classrooms) Software purchases can be included in the above as long as it is part of instruction. It was suggested that Vincent Koo and Joe Bay work on preparing the equipment prioritization list by Jan. 15, and that faculty and staff should assist in any way possible.	Prepare Equipment Prioritization List by Jan. 15 (Vincent Koo and Joe Bay) before the semester begins; to be used at the Feb. 2 Tech Comm meeting	
VII. **Review Process for Allocation based on funding**	See above discussion #VI. on Categorical Funds.		
VIII. **Other**	Add a regular "Hot Topics" item to the Agenda.		
IX. **Adjournment**	1:20 pm		
Meeting Dates	Fridays, 10/28 & 11/18 12:15 – 1:15 pm; Thursdays 12:15-1:15 pm, Rm 451A: 2/2, 2/16, 3/2, 3/16, 4/6, 4/20, & 5/4/2017		

[Notes taken by Theresa Rumjahn]

Handouts:

- Agenda for December 1, 2016 – written on whiteboard

- BCC Technology End-of-Life Replacement List (Faculty and Staff Workstations)