

Berkeley City College - Technology Committee  
 Meeting Minutes - Thursday, February 2, 2017  
 12:15 - 1:15 pm, Rm 451A

**Facilitator:** Justin Hoffman

**Attendance:** Justin Hoffman (Co-Chair), Tram Vo-Kumamoto (Co-Chair), Joseph Bay (Co-Chair), Vincent Koo (Campus Network Coordinator), Theresa Rumjahn (Web Specialist), Roberto Gonzalez (Disability Services), Siraj Omar (Science Faculty), Joshua Boatright (Library), Mary Clarke-Miller (Guest), Dru Kim (Multimedia Faculty)

Agenda Item	Discussion	Follow-Up/Action	Decisions
<b>Call to Order</b>	12:20 pm		
<b>I. Review Agenda</b>	Justin Hoffman reviewed the agenda. The draft minutes will be placed on the website.		
<b>II. Allocation process in previous years</b>	<p>Tram Vo-Kumamoto reviewed how past technology budget allocations were performed.</p> <p>In 2015-16, prioritization was based on end-of-life status of equipment with the oldest being ranked higher in priority. One exception was a higher priority for computer replacement in one classroom to support program viability (i.e. the newly purchased software required for instruction would not run on existing computers).</p> <p>In 2014-15, prioritization was based on 1<sup>o</sup>, 2<sup>o</sup>, and 3<sup>o</sup> rankings assigned by departments during program reviews.</p> <p>Success of the 2015-16 prioritization strategy was due more to the amount of money that became available to BCC in the final budget rather than to the strategy alone. In 2014-15, the District did not distribute funds to BCC as originally budgeted and promised because funds were used on other District-mandated expenses. The outcome of this review is to make sure our prioritization prepares us for last-minute withdrawals of funds beyond BCC's control.</p>		
<b>III. Budget – Amount this year and past 3 years</b>	Tram Vo-Kumamoto indicated BCC has \$342,000 this year in one-time money available for instructional technology from the State. This is based on calculating BCC's share of Peralta's share of the Governor's line-item budget proposal for community colleges. This information was discussed during Vice Chancellor Ron Little's presentation at the 2/1/2017 budget forum at BCC.		
<b>IV. Current Needs</b>	Vincent Koo displayed spreadsheets showing the current technology equipment needs in four categories: Faculty, Staff, Computer Labs, and Classrooms. The intent is to identify what equipment qualifies for instructional technology funds, and which equipment needs can be covered under other funding sources. In summary, the equipment needs for the Computer Labs and Classrooms can be covered under our instructional technology prioritization process because they are strictly instructional technology. The Staff	Tram will follow-up with the Deans to provide the Faculty and Department technology needs to be included in	

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	<p>equipment cannot be covered because they are non-instructional. The Faculty equipment list requires input from the Deans who are reviewing Department Program Reviews for technology needs that may be covered under other funds (and, therefore, be removed from our list for prioritization review). Faculty needs are primarily laptops because faculty office printers were replaced last year. Also, old classroom computers can be used to replace older faculty computers as needed.</p> <p>Joe Bay indicated that the all of the document cameras need replacement. After further discussion, it was agreed that HD projectors supporting the enhanced format of the document cameras would be recommended for replacement in specific rooms only based on programmatic needs (i.e. not every classroom needs high-end projectors).</p> <p>Tram Vo-Kumamoto described BCC's other funding sources as background information:</p> <ul style="list-style-type: none"> <li>• BSI Transformation Grant – covers only English, Math, ESL, and Entry Level GE courses; mostly writing lap computers, laptops on math/ESL carts; is grant-specific and funds are earmarked in grants.</li> <li>• Equity Funds – mostly programmatic funds that address equipment needs in areas of identified achievement and equity gaps (such as areas with identified disparate success rates); may include administrative areas; example: laptops funded for the faculty advising program.</li> <li>• SSSP funds – very specific areas such as assessment, orientation, counseling and follow-up; example: Scheduler program for enrollment.</li> <li>• Strong Work Force funds – addresses achievement/equity gaps in CTE areas; all departments have CTE components except Arts &amp; Cultural Studies.</li> <li>• Based on Ron Little's 2/2/17 budget forum talk, BCC has no General Funds; 90% of BCC's budget is for staff and campus functions.</li> </ul>	<p>prioritization. This information will be send via email to the Tech Committee before the next meeting on 2/23.</p>	
<p><b>V. This year's process</b></p>	<p>Due to lack of time, it was agreed that selection of a prioritization strategy (i.e. 2015-16, 2014-15, or new) be taken up at the next meeting. Tram will get any missing equipment needs from the Deans (from PRs) and meet with Justin and Joe to come up with final lists and will send this information out via email to the other committee members before the next Tech Comm meeting on 2/16. We will work as efficiently as possible to meet deadlines in order to present the Technology Prioritization to Roundtable at its 3/13 meeting.</p> <p>Missing equipment needs also includes a Science Department high end computer that can</p>	<p>See discussion for details.</p>	

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	handle the data produced by the new spectrophotometer (Siraj Omar), and a larger in-house server to house Multimedia student work in current courses (Justin Hoffman)		
<b>VI. Next Meeting Agenda</b>	Agenda items for the next meeting include: <ol style="list-style-type: none"> <li>1. Re-evaluate the prioritization process:               <ul style="list-style-type: none"> <li>o Needs Deans' review to remove items already funded by other sources.</li> <li>o Add any missing equipment to the lists.</li> <li>o Identify priority 1 and 2 items, so non-funded items can be put off to next year.</li> <li>o \$342,000 available for one-time instructional technology purchases.</li> </ul> </li> <li>2. Determine how funds will be awarded:               <ul style="list-style-type: none"> <li>o Disperse across all areas or focus on programs/specific needs?</li> <li>o Co-chairs will gather information from Deans</li> </ul> </li> <li>3. Determine if warranty cost will be 3-year or 5-year</li> </ol>		
<b>VII. Other</b>	None		
<b>III. Adjournment</b>	1:20 pm		
Meeting Dates	Fridays, 10/28 & 11/18/16; Thursdays: 2/2, 2/16, 3/2, 3/16, 4/6, 4/20, & 5/4/2017 in Rm 451B		

*[Notes taken by Theresa Rumjahn]*

Handouts:

- Agenda for February 2, 2016
- Draft Minutes for 10/28/16, 11/18/16, and 12/1/16
- BCC Room Map
- Physical Plant and Instructional Support Guidelines, June 16 (California Community Colleges Chancellor's Office – Facilities Planning and Utilization) – for definition of Instructional Equipment eligibility