Facilitator: Antonio Barreiro

Attendance: Antonio Barreiro, Fabian Banga, Joshua Boatright, Theresa Rumjahn, Leonard Chung, Roberto Gonzalez, Mary Clarke-Miller

| **Agenda Item** | **Discussion** | **Follow-Up/Action** |
| --- | --- | --- |
| Meeting Start | 12:35 pm |  |
| 1. **Next Year’s Membership and Committee Chair Transition** | Antonio Barreiro indicated that one of the new deans will step into the administrative role on the BCCTC as he will be leaving BCC in mid-May 2016. There will be at least two new deans, and possibly three, when the next year begins.  Dean Barreiro briefly discussed the Tech Comm Membership list (from the shared governance manual) and indicated that some staff positions would remain unchanged, but that we should try to have faculty coverage. Faculty members could represent more than one committee position, such as MMART or Library faculty representative may also be the Faculty At Large representative. The Student Services Representative has not been attendance, but possibly Roberto Gonzalez could also fill that role. Fabian Banga said he will not be the Distance Education representative next year.  Dean Barreiro suggested that faculty reach out to their colleagues for participation on the BCCTC. Next year’s co-chairs (one administrator, one faculty member, and one classified staff member) could very well be present at this meeting today. | Faculty and staff should reach out to colleagues to encourage participation in the BCCTC for Fall 2016-17. |
| 1. **Network Security – password changes** | Mary Clarke-Miller expressed concern that the District wants to change the PROMT password at the end of the semester when faculty need to login to enter grades and make roster changes. There was no information on when the District expects to require password changes.  Fabian Banga said the District should have password strength criteria, rather than frequent password changes.  It was decided that Dean Barreiro would send a letter to Gina Tomlinson and George Crossland at District IT on behalf of the BCCTC asking about the status of the password change. | Dean Barreiro will send an email to Gina Tomlinson and George Crossland about the status of the password change.  [Addendum: Gina advised it is a 90-day expiration based on the last date of change by the user.] |
| 1. **Power Outage, Emergency Power and Phones** | The power outage experienced at BCC last week showed that the current configuration of power at BCC does not provide backup power for the new digital phone system. As a consequence, the phones (and building-wide alert systems) were not available. During the power outage, there was no way to alert everyone to evacuate the building, and one class in session had the lights go out (in a room with no windows) and thought it was a shooter alert – many students were traumatized by the incident. It also took two hours to communicate a building evacuation which was necessary for health and sanitation as the bathrooms were not in working order.  We need to work with the Facilities Committee and the Health & Safety Committee to incorporate backup power into the networking structure because battery backups are not sufficient for the extensive phone system in this building. We also need plans and practice on evacuation during a power outage, especially for assistance to people with mobility issues. This will have to be part of next year’s IT Prioritization because this year’s prioritization has already been completed and approved by Roundtable. Dean Barreiro indicated that everything recommended on the IT Prioritization | Followup on these issues next year on backup power for phone system and a building evacuation plan in the event of a power outage. |
| 1. **Past Minutes for 2/2/2016 and 3/1/2016 BCCTC Meetings** | Copies of the draft minutes were distributed and reviewed. Fabian Banga moved to approve the minutes. Mary Clarke-Miller seconded. No objections. | Post final minutes on the website. |
| 1. **Other** | Related to Item III (Power Outage, Emergency Power and Phones), Dean Barreiro indicated that everything on the IT Prioritization has been purchased or in progress, with the exception of the Financial Aid computers (which have additional concerns requiring additional planning).  Dean Barreiro briefed the BCCTC on the changes in BCC IT roles and responsibilities which will be worked out over the summer. Vincent Koo will oversee network and technology operations and will report to Business Services; an IT staff position will be filled in this area to work with Vincent. Phu Le and Phi Le will work in instructional and technology support and report to a Dean; a half-time AV position will work with them. | None required. |
| 1. **Adjournment** | 1:30 pm |  |
| Next Meeting | Tuesday, April 5, 2016, 12:15 - 1:30 pm, Rm 451 |  |

*[Notes taken by Theresa Rumjahn]*

Handouts:

* Agenda for May 3, 2016
* Excerpt of Technology Committee Membership from BCC Shared Governance Manual
* Draft Minutes for 2/2/2016 and 3/1/2016 BCCTC Meetings