**BERKELEY CITY COLLEGE - TECHNOLOGY COMMITTEE**

**MINUTES for the Meeting of Wednesday, April 10, 2013**

**1:00 – 2:00 PM, Room 451A**

ATTENDEES: Lilia Celhay, Roberto Gonzalez, Fabian Banga, Siraj Omar, Leonard Chung, Loretta Newsom, Lee Marrs, Theresa Rumjahn (note taker), Vincent Koo

MEETING CO-CHAIRs: Fabian Banga, Lilia Celhay, May Chen

**DISCUSSION OF AGENDA ITEMS:**

1. **Call to order (1:05 pm)**

Lilia called the meeting to order.

1. **Updates from the DTC (Fabian, Lee)**
   1. The DTC created a subcommittee to work on reviewing budget priorities submitted by the campuses. This is discussed in Item #3 below.
   2. Roberto Gonzalez asked for an update report on the District’s migration to Google Mail. Fabian said the latest information was that the District needs to hire a project manager, so they are not talking about migration yet.
   3. For the April 5, 2013 DTC meeting, check the website for the [agenda](http://web.peralta.edu/pbi/technology-committee/agendas-and-meeting-materials/) and [minutes](http://web.peralta.edu/pbi/technology-committee/minutes/) and [documents](http://web.peralta.edu/pbi/technology-committee/tech-documents/).
2. **Annual technology budget submitted to the District Technology Meeting on Friday April 5  (Vincent - Lilia - Fabian - Lee)**
   1. **The BCC Technology Resources Budget for 2013-2014 was submitted on time to the DTC at its April 5th meeting.** 
      1. BCC was one of two campuses submitting on time.
      2. A copy of this budget was sent by email to BCC Tech Committee members yesterday.
      3. Vincent Koo worked hard to extract the information from program reviews and, with his knowledge of BCC’s technology needs, added other needs not included in program reviews. The budget emailed to everyone is not the final one, but it is close to being finalized. It is version 5.
      4. There was discussion about some items that did not make it into version 5 and will need to be added.
      5. $2,300,000 is the budget total, but some costs (close to $700,000 out of the $2.3 million) are absorbed by Measure A. Vincent indicated that you may not see mention of some computers because he consolidated these together at the bottom of the list to make it easier to track by IT. Also, software is considered separate from the computer needs list.
      6. Lilia and the Tech Committee thanked Vincent for his work.
   2. **Need to prioritize projects for technology budget**
      1. Fabian Banga and Vincent Koo will be on the DTC subcommittee for reviewing campus budget priorities. At the DTC meeting, Merritt said they did not have a technical representative at DTC meetings, so it was decided to add a technology person from each campus to the subcommittee. The District will provide 50% matching funds for priorities submitted by campuses that can commit to financing 50% of their prioritized projects.
      2. Lilia Celhay said BCC will prepare the priorities report because we need to address funding for continuing technology needs as the Measure A funds dry up. The following items and priorities were defined:
         1. **Computer refresh** – this will affect everyone on campus
         2. **Equipment for labs** – this will also create portable/mobile computer labs that will benefit the whole campus, especially in Modern Languages and in other laboratory-based classes and programs.
         3. **WiFi/Networks** – for maintenance and equipment needed to keep up the high level of wireless and network usage since BCC needs to provide the patch and connection equipment needed during construction that is not provided by installation costs. (Added by Vincent by 4/11/2013 email to Lilia Celhay): All software and computer network infrastructure items are also included such as servers and uninterruptible power supply system (UPS) in addition to other network components. The network equipment is supposed to be under a District-directed Cisco service agreement for maintenance and technical support.
         4. **Security** – again, BCC needs to provide switches, connection equipment while BCC IT assists in installation, although the security project is being handled by General Services.
   3. **Rubric for prioritization**
      1. Lilia Celhay and Fabian Banga described the rubric that will be used by the District for scoring the campus priorities (see the attached file named Scoring\_Model\_Criteria.xlsx).
3. **BCC Website (Theresa, Fabian)**
   1. Fabian Banga described a menubar navigation for the BCC website that will be placed underneath the banner image. Theresa is working on this and will get help from Roberto Gonzalez for Accessibility. Drop-down menus will be used if they are Accessible.
   2. Fabian said the menu headings should consist of the sites visited the most. The statistics show these to be 90% Student Services site visits, then Academics. Other menu headings we can have could be for Students (list of useful links), Administration (for people looking for jobs and accreditation), and Departments. Lee Marrs said drop-down menus can be confusing if there is too much on them.
   3. A draft menubar will be placed on a test site so Tech Committee members can look at it.
4. **Other**
   1. The minutes from last meeting were approved and can be placed on the Technology Committee website.
   2. Vincent said the DTC was planning to scan all documents to create an archive. This is part of the document omission plan. However, these images will not be Accessible. The District has not considered this.
   3. Fabian said that PCTV videos are not closed captioned.
5. **Adjourned 1:45 pm**

**Attachments:**

Agenda for April 10, 2013 Technology Committee Meeting (doc)

Berkeley City College Technology Resources Budget 2013-2014 (xlsx)

District IT Budget Narrative Form – Planning Model as of 12-7-12 (doc)

District Scoring Model Criteria (xlsx)