Facilitator: Antonio Barreiro

Attendance: Calvin Madlock, Antonio Barreiro, Josh Boatright, Roberto Gonzalez, Vincent Koo, Chloe (Student Ambassador), Leonard Chung, Siraj Omar, Theresa Rumjahn, Mary Clarke-Miller

| **Agenda Item** | **Discussion** | **Follow-Up Action** | **Decisions/Resolved** |
| --- | --- | --- | --- |
| Meeting Start | Approximately 12:15 pm (notes begin at 12:30 pm) |  |  |
| 1. **VoIP Update**
 | Calvin Madlock (Assoc. VC of IT) and Vincent Koo (BCC Network Coordinator) provided a status report.40 phones are on order and still need to be installed at BCC. There is an admin server for the 3rd and 4th floors. VoIP can use Call Manager from a central location. If there are any issues with phones, send an email to BCC IT helpdesk and they will forward to the District. AVC Madlock initially said there would be additional training (but later in the week it was determined no additional training would take place, and Vincent Koo sent an email to staff providing the online manuals at [web.peralta.edu/it](http://web.peralta.edu/it/)There is no direct connection with the legacy phone system, so messages will have to be retrieved externally. Dean Barreiro requested this information to be sent to all BCC staff - it is a number you dial to get access to the old phone number.AVC Madlock reported the installation schedule for other campuses: Oct. 9 at Merritt, Oct. 23 at Laney, Nov. 6 at Alameda. The new system has broadcast capability. The emergency notification system will be implemented by the end of November. All students' phones and contact information for faculty and students will be put in the system, but the District needs to set up a capture system to obtain cell phone numbers. The emergency notification system will send an alert by email and phone. Blackboard is the vendor for the emergency notification system. Dean Barreiro requested a timeline for 1) getting the 40 phones installed, and 2) directions on how to access old messages.The old legacy phones will sit on the boxes of the new phones until they are salvaged by the District staff or vendor.Chloe (ASBCC rep) asked if the front desk staffed by Student Ambassadors would have 2 phones. Dean Barreiro indicated they should send an email to BCC IT. |  |  |
| 1. **Smart Classrooms**
 | AVC Madlock said we need to make sure all classrooms are "smart". We need to look at the equipment in the rooms and labs and replace them using other than grant money. The DTC is conducting an inventory and assessment. Leonard Chung raised the issue of what does "smart" mean and that we need guidelines. AVC Madlock agreed that "smart" needs to be defined. |  |  |
| 1. **BAM**
 | AVC Madlock said he has been appointed to a District subcommittee to work with the Financial Director to work on the BAM. By next budget cycle, there will be a transparent view of BAM and how it works.Following this discussion, AVC Madlock left the meeting. |  |  |
| 1. **BCCTC Membership**
 |  Dean Barreiro said there are 5 or members that didn't come today. We need a new chair (or co-chairs) and commitments from committee members to participate. The current leadership has been doing this for 3 or more years. |  |  |
| 1. **Minutes from Last Meeting**
 | The minutes from the 9/22/2015 meeting were distributed for review. Mary Clarke-Miller noted a correction was needed in the amount of her analysis in Item VII Fulfilling Prioritized Needs (should be $587,465). |  |  |
| 1. **Feedback on 2015-16 Goals & Activities**
 | The VP of Student Services wants consolidated feedback on the 2015-16 Goals & Activities from the shared governance committees by this Friday, in preparation for the next Roundtable meeting on 10/12/2015. There was much discussion about how the BCCTC continually prepares solid and detailed APUs, uses rubrics to prioritize needs, and submits everything on time. However, nothing happens, no projects are funded, and no monies are received for projects that have been approved and sent forward by BCC Roundtable. The problem is at the District. There is no strategic plan, no comprehensive IT budget, no accountability for priority and approved projects. Additionally, there are positions that remain vacant after several years, and they should have been filled.Mary Clarke-Miller said we need the historical data from Calvin Madlock of what was provided by the campuses; so that we know where we stand and how much money we have to spend at BCC on each cycle. The campuses provide technology plans to the District, but the District IT has not formulated a comprehensive plan. Josh Boatright said we need to get cost estimates for equipment replacement and find out where the funds are, how much, etc., so this will be the money we needed to sustain for every year. Then we can add in for growth and innovation. Dean Barreiro indicated a team could put this information together. After further discussion, Mary Clarke-Miller and Josh Boatright agreed to develop a BCC strategic IT budget that will be recommended as a new strategic activity in support of Goals 4 and 5 in the 2015-16 Goals & Activities. The strategic IT budget will look at what the individual department's needs are, what we do now and what's allocated now, the funding needed to sustain these needs, and where the funds are coming from. Dean Barreiro indicated he would draft language that provides this feedback on the 2015-16 Goals & Activities and he will send it to BCCTC members. He would like to submit the feedback by Friday, 10/9. | Dean Barreiro will prepare draft feedback about the proposed new BCCTC strategic IT budget on the 2015-16 Goals & Activities, and send to BCCTC; submit final feedback by 10/9. |  |
| 1. **Adjournment**
 | About 1:30 pm |  |  |
| Next Meeting | Tuesday, November 3, 2015, 12:15 - 1:30 pm, Rm 451 or TBD |  |  |

*[Notes taken by Theresa Rumjahn]*

No Attachments