# BERKELEY CITY COLLEGE – TECHNOLOGY COMMITTEE

## MINUTES for the Meeting of Wednesday, October 9, 2013

## 12:30 – 1:25 PM, Room 451A

ATTENDEES: Vincent Koo, Roberto Gonzalez, Joshua Boatright, Fabian Banga, Antonio Barreiro, Lee Marrs, Theresa Rumjahn, Bryan Gibbs, Leonard Chung

CO-CHAIRS: Antonio Barreiro, Fabian Banga, Roberto Gonzalez

## DISCUSSION OF AGENDA ITEMS:

1. **Call to order (12:35 PM)**
	1. Antonio Barreiro called the meeting to order. He distributed copies of the agenda, draft minutes from the 9/25/2013 meeting, Draft Technology Committee Charge, and the BCC Technology Plan for 2009-2014 (all were previously emailed to the committee members).
2. **Review and Approval of Agenda (12:35 PM)**
	1. Antonio Barreiro asked for a quick review of last meeting’s minutes.
	2. Fabian Banga moved to approve the minutes; seconded by Joshua Boatright. No objections. Minutes were approved.
3. **BCC Technology Committee Charge (12:40 PM)**
	1. Antonio Barreiro indicated that the Shared Governance Manual contains a more abbreviated charge for the Technology Committee than what is on the Tech Committee’s website. Our process will be to review draft changes and to confirm co-chairs and membership prior to submission to the BCC Roundtable.
	2. Antonio Barreiro presented the Draft Technology Committee Charge based upon the website version with two changes:
		1. Co-chairs will consist of one administrator, one faculty member, and one classified staff member. Co-chairs for 2013-14 will be Antonio Barreiro (administrator), Fabian Banga (faculty), and Roberto Gonzalez (classified).
		2. Membership will have a reduced number of administrators, and will consist of:
			1. Representatives from Instruction, Student Services, President’s Office, and Business Office
			2. Representatives from Campus Network, Multimedia Services, Library, Admissions and Records
			3. Faculty Senate President and/or representatives
			4. Classified Senate president and/or representatives
			5. Associated Student President and/or representatives
		3. Some members could efficiently represent two or more areas because of their concurrent participation on other committees. There was general agreement that the membership list was good, and that co-chairs should serve for two years while representatives could serve for one year.
	3. Discussion ensued about how members are appointed. For faculty and classified representatives, usually the Senate contacts the person and invites them to be the committee member (for Tech Committee). For faculty, this would be Cleavon Smith or approval by the Faculty Senate. Some positions might be elected by the Department. However, for some areas, the membership is defined by the position because there would be only one logical person, such as IT (Vincent Koo), AV (Bryan Gibbs), Distance Ed (Fabian Banga), Alternate Media (Roberto Gonzalez). Those areas should be represented on the Tech Committee.
	4. Antonio Barreiro asked Fabian Banga to draft a Tech Committee membership list (with a cutoff at 10-12 members). Key areas of representation were identified: IT, AV, classified and faculty senates, Distance Education. Areas that should be represented (because of their heavy use of technology) would be requested to participate: CIS, Multimedia, Biotechnology, Business, Student Services, Alternate Media, and DSPS. It was also discussed that if a member is absent 3 times in a year, they should be disqualified – this is currently the District Technology Committee’s procedure.
	5. For future meetings, the co-chairs will create an agenda (via email or phone contact) a week before the meeting. The agenda will be sent out to BCC-FAS so that anyone may participate. It should be clear that the decision-makers (i.e. official committee members) will have the floor to discuss and vote, and that non-official members and the audience will be allowed to comment after the decision-makers are finished with discussions. Non-official members and the audience will have no vote.
	6. There was general agreement with the above discussion, and there were no objections.
4. **District Tech Committee Report (1:00 PM)**
	1. **Discussion re: disaster recovery/business continuity**
		1. Antonio Barreiro said business continuity and disaster recovery are not directly addressed in the Tech Committee’s charge bullets, and asked if they should be.
		2. Lee Marrs and Fabian Banga said these issues have not traditionally been our charge. Antonio Barreiro said the District is not already working on disaster recovery (which is not the same as the District’s security continuity plan), so there is no example to work from.
		3. Bryan Gibbs said we should plan for disaster recovery on our campus even if there is no plan at the District level; then we can show it to the District and it could be rolled into a larger conversation district-wide.
		4. Lee Marrs and Roberto Gonzalez asked what is the “scope of disaster” and what technology is involved in disaster recovery? Does disaster recovery apply at an individual department level or at a campus-wide level? Vincent Koo said “disaster recovery” was defined by District IT to perform recovery related to the PeopleSoft system to bring the system back up (for business continuity). Since this is done at the District level, the campuses do not have any control. Hence, a local UPS (uninterruptible power supply) will not bring BCC’s system back because the outage is at the District.
		5. Antonio Barreiro said business continuity and disaster recovery will be further defined as we go down the road. Any additions or charges will be edited and sent out to the Tech Committee. Everyone was okay with this.
	2. **Discussion re: SMART classroom service provider contract**
		1. Antonio Barreiro opened this topic for discussion. None of the campuses has a comprehensive maintenance strategy although people are doing things locally. BCC is the only campus that has staff (Bryan Gibbs, AV staff) with maintenance expertise and willing to conduct maintenance on SMART classrooms.
		2. Bryan Gibbs said we have three different installation companies:
			1. Spinatar – who did the initial phase SMART classroom; their contract cost $30K to renew for another 2 years. They are good – they showed up when we called them and did the work on the equipment they were responsible for.
			2. Promedia – who upgraded some of their original installation (ICS 4th and 5th floor classrooms and parts of the audit) under a service warranty extension; they repair or replace equipment they installed but are bad at honoring their contract which will be ending soon.
			3. Another company (no notes)
		3. Antonio Barreiro said we should continue to monitor the providers’ actions and exercise influence when the contracts come up for renewal.
	3. **Discussion re: college-level IT strategic plans/district IT strategic plan**
		1. Antonio Barreiro opened the following topics for discussion:
			1. How much influence do we have in our campus IT strategic plan to affect the District IT strategic plan?
			2. How will we update our 5-year Technology Plan which ends this December?
	4. Antonio Barreiro said we should discuss b & c (disaster recovery/business continuity and the college-level IT strategic plan, respectively) and decide how to deal with these at the next meeting. Item C (college-IT strategic plan) is discussed below in Item #5 BCC Technology Plan.
5. **BCC Technology Plan, 2009-2014 (1:15 PM)**
	1. Fabian Banga said the BCC Tech Plan is revised every 5 years. The current plan ends in December 2013. This is our opportunity to discuss and add to it. Lee Marrs said there are always concerns between specifics and what is presented in the Tech Plan that must also translate our goals and activities to the accrediting committee.
	2. Antonio Barreiro said our first responsibility is to report on what we have achieved and what we still need to do, that is, do an assessment. For example, did we implement printer replacements? Joshua Boatright said he knows the status of some of the Tech Plan’s items and what may be missing, but we should do the review together for completeness.
	3. Antonio Barreiro and Fabian Banga agreed to work together to develop an electronic assessment format. Fabian Banga will share the BCC Technology Plan via Google Docs so that everyone can review and edit it.
6. **Meeting Adjourns (1:23 PM)**

*(Minutes taken by Theresa Rumjahn)*

**Handouts at the Meeting:**

* Agenda
* Draft Minutes for the 9/25/2013 Tech Committee Meeting
* DRAFT Technology Committee Charge (1 page)
* Berkeley City College Technology Plan for 2009-2014 (11 pages)