# BERKELEY CITY COLLEGE – TECHNOLOGY COMMITTEE

## MINUTES for the Meeting of Wednesday September 25, 2013

## 12:30 – 1:15 PM, Room 341

ATTENDEES: Antonio Barreiro, John Pang, Roberto Gonzalez, Joshua Boatright, Catalina Herrera, Lee Marrs, Katherine Bergman, Loretta Newsom, Fabian Banga, Siraj Omar, Theresa Rumjahn, Leonard Chung

## DISCUSSION OF AGENDA ITEMS:

1. **Call to order (12:39 PM)**
	1. Antonio Barreiro agreed to take leadership of this meeting. He asked everyone to introduce themselves and their positions.
2. **Review and Approval of Agenda (12:45 PM)**
	1. Items 5 and 6 were carried over to the next meeting due to the absence of the representatives for those reports. Antonio Barreiro agreed to contact Vincent Koo about providing this important information to the Tech Committee.
3. **Suggestions for Revisions to the Shared Governance Manual (Technology Committee)**
	1. Antonio Barreiro shared President Deborah Budd’s two recent requests regarding the responsibilities of BCC’s shared governance committees and the upcoming BCC re-accreditation process. First, each committee needs to take a high degree of ownership in the shared governance process by ensuring that the flow of information and dialogue takes place laterally among the committees as well as with subcommittees and with the Roundtable. Second, each committee should be clear on what its charge is and the direction of its work. This will help committees bring effective, well-informed, and integrated proposals and decisions to the Roundtable, as well as build a solid foundation for BCC’s re-accreditation process over the next six years.
	2. Roberto Gonzalez raised the concern that there may be some disconnect with reporting between Roundtable/Leadership and the committees and subcommittees, but perhaps this is because the semester has just started. Antonio Barreiro said President Budd understands this possibility and that is why she is stressing to the committees now at the start of the semester to make sure there is communication flow.
	3. The goals and charges of the Tech Committee were discussed. Fabian Banga printed out and distributed copies of the flow chart “Depiction of Planning and Budget Integration and Decision Making” and the “Technology Committee Membership”, both from the BCC Shared Governance Manual. Roberto Gonzalez said the Tech Committee developed the Tech Committee’s goals and charges during the first meetings last year. These are presented on the homepage of the Tech Committee website (<http://www.berkeleycitycollege.edu/wp/tech_committee/>).
	4. Membership of the Tech Committee was discussed. Last year, the Tech Committee agreed to have membership be a two-year commitment. Roberto Gonzalez raised the concern that he is already on several committees and may need to lessen his commitments. Several people said the same for their own situations. Lee Marrs (Multimedia) and Omar Siraj (Biology-Biotech) said they would be finding replacements on the Tech Committee for 2013-14.
		1. Fabian Banga said each year the Tech Committee elects a new chair, although participation on the committee is for two years. Last year’s co-chairs were Fabian Banga, Lilia Celhay, and May Chen. Antonio Barreiro replaces Lilia Celhay (who is now Interim Vice President), but May Chen was not present. Dr. Banga suggested that a classified staff should be a co-chair.
		2. Fabian Banga and Catalina Herrera discussed membership expansion to include Special Projects/CTE since they have a large amount of software purchases. Everyone seemed to agree on expansion, but the Manual would need to be edited.
		3. Antonio Barreiro said that if membership and co-chairs differ from the Shared Governance Manual, then we should put it forward as a change in the Manual.
		4. Katherine Bergman suggested we follow the process engaged by the Assessment subcommittee. They prepared a revision with supporting information on the purpose, terms and charge, and brought it forward to the Roundtable.
		5. Antonio Barreiro agreed and said we could put something forward about membership and the goals/charges to Tech Committee members by email, take comments, discuss at the next meeting, revise it, and bring it to the Roundtable.
		6. Antonio Barreiro, Fabian Banga, and Roberto Gonzalez agreed to be facilitators for the Tech Committee until next meeting when chair elections would be held. Antonio Barreiro will take the lead on getting information out to the Tech Committee for the next meeting, and we will start the membership with the people who are here now.
4. **Motion to Align Technology with Student Success**
	1. In view of the membership discussion in preceding Item 3, several people commented on the need for participation by IT and AV staff, especially concerning the status on equipment replacement and refresh. Equipment is needed to operate properly in classrooms, and computer and other technology should also be functioning properly for staff working with students, such as in Admissions and special programs.
	2. There was general agreement for a motion to align technology with student success, but this was not formalized until input from IT and AV staff is available.
5. **Preliminary Discussion of the Tech Budget for the Academic Year 2013-2014**
	1. This item will be carried over to the next meeting, although several comments were made to explore the issue.
	2. Fabian Banga noted that equipment replacement and refresh are part of the Tech Committee’s charge. But another part is planning for future needs at BCC so that we can bring these long-term plans to the District and secure appropriate funding for the future. For example, a few years ago we went to the District to ask for more wireless technology, and now we have the funds to support this. Also, we want to be prepared to submit requests for additional technology if the District tells us there is one-time money available near the end of the academic year – this happened last year.
	3. Antonio Barreiro said we need to prioritize our needs and bring it to the Roundtable. These types of questions will come up in accreditation, so we should identify the technology needs and get the appropriate process underway.
	4. Lee Marrs said we already have a process called “The Form” originally put together by May Chen. It is a decision-making spreadsheet. Lilia Celhay has it now. We brought it to the District, and now they are using it for the whole District.
	5. Fabian Banga said there are three different spreadsheets: one for the technology budget, one for new technology, and a third for suggestions. The Form was so good that the District now uses it across the campuses.
6. **IT Department Update, including Measure A Spending and Purchases Related to Campus-Wide Computer/Equipment Refresh**
	1. Discussion held over to the next meeting.
7. **Meeting Adjourns (1:25 PM)**

*(Minutes taken by Theresa Rumjahn)*

**Handouts at the Meeting:**

* *Technology Committee Membership* (Excerpt from the BCC Shared Governance Manual, page 30, source: <http://www.berkeleycitycollege.edu/wp/accreditation/files/2012/04/Shared_Governance_4_11_12.pdf>)
* *Depiction of the Planning and Budget Integration and Decision Making* (Excerpt from the BCC Shared Governance Manual, page 10, source: <http://www.berkeleycitycollege.edu/wp/accreditation/files/2012/04/Shared_Governance_4_11_12.pdf>)