

Berkeley City College - Technology Committee  
Meeting Notes - Friday, October 28, 2016  
12:30 - 1:30 pm, Rm 451B

**Facilitator:** Tram Vo-Kumamoto

**Attendance:** Joseph Bay, Vincent Koo, Theresa Rumjahn, Tram Vo-Kumamoto, Dru Kim, Justin Hoffman (Guest)

Agenda Item	Discussion	Follow-Up/Action	Decisions
<b>I. Call to Order</b>	12:30 pm		
<b>II. Review/Recap Last Year</b>	<p>VPI Tram Vo-Kumamoto distributed copies of the Technology Committee composition and purposes from the BCC Shared Governance Manual. The positions for co-chairs and members for 2016-2017 were discussed.</p> <ul style="list-style-type: none"> <li>• Tram will co-chair as the Administrator representative.</li> <li>• Joe Bay will co-chair as the Classified Senate member.</li> <li>• The faculty co-chair will be determined; a possible choice is Mark Swiencicki since he is currently a co-chair on the District Technology Committee.</li> <li>• Dru Kim will represent MMART Faculty.</li> <li>• Joe Bay will also be Multimedia Services/AV member.</li> <li>• Vincent Koo will be Campus Network Coordinator member and also report on DTC meetings since he is a DTC Co-chair.</li> <li>• Theresa Rumjahn will be the Web Specialist member and note-taker.</li> </ul> <p>The monthly meeting schedule will be discussed at a future meeting once membership is in place. The first Friday during college hour is a possible meeting time.</p> <p>The Technology Committee has many duties, and makes recommendations to the Education Committee and Roundtable.</p>	<p>Tram will contact Kelly Pernell and Mark Swiencicki regarding who will be the Faculty co-chair, Faculty Senate representative, and Faculty At Large representative</p> <p>Theresa will contact last year's members for the other positions.</p>	
<b>II. Review of Last Year's Work</b>	<p>Vincent Koo distributed and discussed the Equipment Prioritization List from last year (2015-16). All of the work has been completed except for 18 of 27 computers which were to be replaced in Room 227. The 18 computers must be Apple brand and suitable to handle the multimedia software that has already been purchased for classes. The 18 Apple computers have already been ordered and budgeted this fiscal year using Measure A monies, but Apple has put a credit hold on the District due to past unpaid invoices. Since we must legally purchase Apple equipment only from Apple, BCC must wait until the other campuses and the District pay their invoices. It is also uncertain when Apple will lift the credit hold once the invoices are paid.</p> <p>There are no outstanding equipment needs for new faculty and staff, although end of life equipment replacement is ongoing. Most faculty offices have new printers. Vincent</p>		

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	discussed the end-of-life spreadsheet prepared for last year as part of the equipment prioritization review. Tram suggested updating the list with an additional column to identify the category (such as students, instructors, business offices, president, etc.) and to track cost amounts in these categories.		
<b>IV. Other</b>	<p>New Topics –</p> <ul style="list-style-type: none"> <li>Website -- Theresa Rumjahn noted that the new website theme design for the District's website appears to have been dropped. BCC would have used the new design since the website frameworks are the same. The web designer has not been paid, and so the work to date has been removed. She suggested we take another look at the request from a couple of years ago about a theme upgrade, network and security work. Laney got \$70,000 approved for a website redesign, but the status is unknown. Merritt estimated \$20,000 for their website design but this has not gone anywhere.</li> </ul> <p>District Technology Committee Report –</p> <ul style="list-style-type: none"> <li>The DTC discussed the recent newspaper article about the absence of deliverables from the Ferrilli Group. One of the Ferrilli principals was to be on hand for the DTC meeting but he sent an administrative representative (Deb Bennett) in his place. She responded to the DTC questions on the SWOT analysis, deliverables, and updates.</li> <li>There is a growing concern about Ferrilli's involvement (in management) at PCCD.</li> <li>Justin Hoffman noted that the District IT staff (Antoine M.) seemed to be a good steward to carry forward with IT and Passport work.</li> </ul> <p>District Distance Education Committee Report –</p> <ul style="list-style-type: none"> <li>Justin Hoffman said a main issue for DE at the campuses is having resources for faculty and students. This applies to both Moodle and Canvas. He would like to see BCC set up a lab dedicated for DE where faculty can sign up for training and build resources and where students can get personal support. Tram noted that these issues are increasingly being voiced at the Ed Committee.</li> </ul>		
<b>V. Adjournment</b>	1:30 pm		
Next Meeting	Friday, Nov. 18, 12:15 – 1:15 pm, TLC		

*[Notes taken by Theresa Rumjahn]*

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Handouts:

- Agenda for October 28, 2016 – written on whiteboard
- Equipment Prioritization List for 2015-2016