Monthly Board Meeting
Tuesday 21 January 2014
12:00 pm – 1:30 p.m.
Anderson – E302 (Rosenfeld Library)

MEETING MINUTES

Attendees: Alberto Alquicira, Davida Johnson, Harold Shin, Linda Holmes, Michelle Chen, Mike Lee, Howard Kim, Caroline Kong, Andre Najera and Philip Postovoit

Meeting called to order: Start: 12:05pm
Meeting adjured: 1:27pm

December’s Board Meeting consisted of holiday party with no formal business and therefore no prior Minutes to approve

Director of Community Programs Update

2014 Programs

○ OIT & BruinTech
  • Wants to works more closely with the strike teams and move forward on their initiatives.

○ IS Associates
  • Companies looking for people to partner with.
  • Students want mentorships opportunities.
  • Companies want students to work on short-term projects. This can help develop students for the workplace prior to graduation.
  • For the students, some of the internships will be paid. This could be a good hook to reach out the undergrad population.

○ Network of Resources Project
Project Updates

Scholarship Updates (Albert)

- He contacted all the winners individually.
- The only question was about taking a class that was not mentioned in the prompt. That is fine.
- Albert sent the information to fill out information about the class so OIT can pay for it.
- As of now, no one has contacted Michelle. They have been informed that this has to be paid for during this fiscal year.
- Will document procedures

Round Table Discussion

Group goals

- Linda
  - Modify HDC Bylaws to reflect BruinTech mission (see Bylaws section below)
  - Create Group Goal from all ideas shared during individual goal discussion and clarify a few objectives for this year’s board
  - New coins. Will work with Michelle and Albert and will design new “front”

- Davida
  - Keep having events that hit the entire campus (e.g., Tech-a-thon, UnConference)
  - Come up with areas of training that the campus needs (e.g., cloud)
  - Website content - select a department to feature for a month and new technology they are working on. Put it up on the website and tie it to the Friday Five so help drive traffic; more human interest stuff.

- Mike
  - Replacement for the "Frank" award. Mike will think about it and pass that around. The idea still stands, it just needs a name and logistics. It should be added to the ByLaws.
  - Do a vendor technology fair with demos and the engineers so BruinTechs can try out things.

- Michelle
  - Email Lists
    - CSC is obsolete and has been replaced by BruinTech. No new membership to this list. Will keep HelpDesk and LabManagers.
- Check to see if other list want to be included (e.g., CWP).
- BruinTech has no members - it is a list of lists. At the very least it will have CSC, HelpDesk, LabManagers.
- This should be explained on the website and there should be information on how to add your list to the BruinTech list.

  ○ Caroline
    - Outreach to Staff Assembly.
  ○ Albert
    - Have more outreach and include students.
    - Solidify the events timeline - a visual timeline on the website.
    - Increase traffic to the website through the Social Media outlets.
    - Market the scholarships more. And have the winners put a testimonial on the website after they are done with their class.
  ○ Harold
    - Get the word out. Talk to PDP and get them to promote us more. Along with Staff Assembly. Also reach out to the other IT departments.
  ○ Andre
    - Designate a BruinTech liaison for each department to promote BruinTech and get people to come to events. That can tie into what Harold wants.
  ○ Howard
    - Updates to the website.
      - Fix the link for "Computing Resource Guide"
      - Add a link/page for signing up for the email lists
    - Howard will send an email to Davida about the things I want to have on the site in a prioritized list.

**ABOG (Academic Business Officers Group) Conference Technology Speed Dating – April 29**

Need more information on this event

  ○ Michelle will follow and gather details
Possible BBUG or BruinTech event ideas

- Captioning for videos - there is a new policy in place. Can we have a discussion with the group spearheading this policy and talk to some vendors to help this move forward.
  - Davida will talk to Rose to start.
  - Michelle will talk to Monroe Gordan as well.

- Green-screen lecture/video capturing
  - Anderson has done some and is willing to demo and share how it is being done.
  - This could be a brown-bag or something.
  - The audience would be instructional technologist.

Bylaws

- Linda wants to get the Bylaws done and posted by February Board Meeting.
  - Reviewed the Statement of Purpose.
    - Item #4: Remove
    - Item #7: Rewritten based on Linda's notes
  - Article IV - Committees
    - Edited to simplify description. Linda took notes.
  - Linda will send out a Word version of the document and the board will vote them in at the next meeting.

Next Meeting will be held on Tuesday, February 18, 2014, Anderson – E302 (Rosenfeld Library)