



**Peralta Community College District
District Technology Committee Minutes
Friday, September 13, 2019
11:30 am – 1:30 pm
District Board Room**

***Minh Lam, VC of Information Technology
Kelly Pernell, Faculty IT Rep***

Council Membership

| | |
|---|---|
| Antoine Mehouelley <i>Director of Network Services (District)</i> | Richard Thoele <i>Classified SEIU 1021 Rep (District)</i> |
| Balamurali Sampathraj <i>College of Alameda IT Rep (COA)</i> | Rupinder Bhatia <i>Director of College IT Services (Laney)</i> |
| Mark Swiencicki <i>College of Alameda PFT Rep</i> | Tim Hackett <i>Faculty IT Rep (Merritt)</i> |
| Kelle Lynch McMahon <i>Distance Ed Committee Rep (District)</i> | Vincent Koo <i>Berkeley City College IT Rep (BCC)</i> |
| Patricia Rom <i>Merritt College IT Rep (Merritt)</i> | Dora Violeta de Leon <i>Note-taker NON VOTING MEMBER (District)</i> |

Total Number of Members: 11

Amount Needed for Quorum: 6

In attendance:

1. *Minh Lam*
2. *Kelley Pernell*
3. **Antoine Mehouelley**
4. **Balamurali Sampathraj**
5. **Mark Swiencicki**
6. **Kelle Lynch McMahon**
7. **Patrica Rom**
8. **Richard Thoele**
9. **Rupinder Bhatia**
10. **Vincent Koo**
 Dora Violeta de Leon, Note-taker NON VOTING MEMBER (District)

Absent: Tim Hackett

Guests: N/A

| Agenda Item | Committee Goal | Strategic Plan Goal | Outcome | Action Items | Follow Up on Action Items |
|---|-----------------------|----------------------------|--|---------------------|----------------------------------|
| I. Standing Items | | | | | |
| Call to Order | | | 11:40 am | | |
| Adoption of the Agenda | | | The agenda was adopted as presented | | |
| Approval of Minutes for Last Meeting Date | | | Approve minutes from May 10, 2019 Motion 1: Mehouelley Motion 2: Pernell Approve: 6 Abstain: 2 Nay: 0 Passes | | |
| Public Comment | | | No public comments | | |

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| <p>Reports from Sub Committee (2 minutes each)</p> | | | <p>Laney College The District Committee discuss: <i>Canvas</i> Students experienced issues with accessing Canvas (log on issues) One percent of students complain about Canvas</p> | | |
| | | | <p>Students go to a website to find the link for Canvas. If the website is down, many students won't know how to access Canvas.</p> | <p>Discuss with Lynch and Mark Johnson. They need to establish a protocol</p> | <p>In process</p> |
| | | | <p>-IT has difficulty in knowing the specific problems with Canvas -There is no communication between the Faculty and IT Department</p> | <p>-Create and forward a list of Canvas issues to VC Lam</p> | |

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| | | | <p>Returning students have ID with numbers and letters. Canvas only gives access to IDs with numbers</p> <p>This problem might be for both returning and non-returning students</p> | <p>VC Lam will talk to Pernell to confirm this problem</p> | |
| | | | <p>Kyu Lee, Enterprise Director, no longer works at the District</p> | <p>-VC Lam will oversee the Application Team. -Lam wants to create a new Sub-Committee that focus' on Applications</p> | |
| | | | <p>-Representatives of each Sub-Committee (A&R, Financial Aid, Academic Advisors, etc.) have problems identifying issues to give to IT.</p> | <p>-Lam will attend sub-committee meetings to ensure representatives can identify issues for the IT Department</p> | |

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| | | | <p>-There are problems with the software and there are not enough IT consultants</p> | <p>-Ambassadors can help with general questions but should not have access to confidential information. -Ambassadors come and go; we need to hire stable IT staff.</p> | |
| | | | <p>Berkeley City College -Students approach Ambassadors instead of the IT department regarding (Canvas, Passport, student email, etc.)</p> | | |
| | | | <p>- A returning student (ID numbers & letters) cannot access Canvas and Passport.</p> | <p>Ambassadors reset the student's ID with only numbers and then the student has access to Canvas and Passport. Confirm</p> | |
| | | | <p>-Not enough orientation (Canvas, Passport, student email) for the staff and students.</p> | <p>VC Lam will talk to Swiencicki and Pernell to find ways to improve the student's orientation experience.</p> | |

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| | | | <p>-Security Camera Project's next goal is to get the system back online for the four colleges</p> | | |
| | | | <p>-Not all colleges have the suicide phone number printed on the student ID. -Lam wants to confirm the origin of the request.</p> | <p>Confirm the origin of the request.</p> | |
| | | | <p>College of Alameda -Ten gig internet upgrade for Canvas</p> | | <p>Completed</p> |
| | | | <p>- Decommissioning older hardware</p> | | <p>In process</p> |
| | | | <p>Had two power shutdowns in the last couple of weeks</p> | <p>-Working with Business Office to find a solution -Calling other external professionals to solve this issue</p> | <p>In process</p> |
| | | | <p>-Participating in the Video Surveillance Project</p> | | <p>In process</p> |

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| | | | Construction of the building is affecting the diesel mechanical and portable building's fiber connections | -Extend a temporary fiber connection from the "F" building to the diesel portable building. -It is up to the builders to find a permanent fiber connection | Completed |
| | | | COA is interested in updating laptops for faculty and staff members | | In process |
| | | | Merritt College. The power outage occurred recently Hardware like AC are not working anymore | | |
| | | | New high school moved into "D" Building | Incorporate wireless connection | Completed |
| | | | | There are two IT people at the college and need more | |
| | | | Science building's power was down for three days | | |

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| | | | <p>Distance Education -Need a new tool to track credit and noncredit hours for instruction</p> | | |
| | | | <p>-Working on a summary focus in administrative procedures to improve students experience, that so far has no cost</p> | | In process |
| | | | <p>Comment: Sub-Committee reports do not mention any coordination with Facilities. Facilities should be able to support IT</p> | | |
| | | | <p>-Unfortunately, Facilities' staff and leaders fluctuate. (8 Project Managers in the last 7 years)</p> | <p>-Instead of relying on Facilities, the District hired consulting companies to support IT -Establish communication protocol with Facilities to avoid hiring Consulting Companies</p> | |

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| | | | <p>-The PBIM meeting schedule from last year had 2 meetings with Facilities and DTC. The recent PBIM does not have these 2 meetings anymore.</p> | <p>-Include Facilities and DTC meetings in the PBIM. The agenda of this meeting should include the protocol of communication between Facilities and DTC.</p> | |
| <p>II. Carried-Over and New Items</p> | | | | | |
| <p>Confirm Membership</p> | <p>In concert with college Technology Planning Committees, create a comprehensive technology plan</p> | <p>Advance Student Access, Equity, and Success</p> | <p>The District Technology Committee discusses: -The PGC should review the PBIM manual (last revision 2018) in order to reinforce a procedure when an attendee does not show up to a meeting. -The inclusion of financial executives in meetings to support IT, since it is essential to complete projects. -If a committee member is absent he/she must send a replacement, who can vote.</p> | | <p>DTC recommends adding VC of Finance or administrator designee. Also, recommends more classified representation from District Facilities Committee</p> |

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| <p>Committee Objectives and Responsibilities</p> | | <p>Advance Student Access, Equity, and Success</p> | <p><i>Responsibilities:</i> Update the District Technology Committee list of responsibilities from Peralta website</p> <p><i>Goals:</i> 1.Establish the role of the District Technology Committee and meeting the accreditation standard for each of the Peralta Colleges 2.Establish a process to build the technology plan for the District that is informed by each of the colleges</p> <p>Mehouelley: Each college should submit a “Technology Request” to the District within a deadline. This request goes to the next committee to provide funding.</p> <p>Bhatia Recommends to include the “Bond Project”</p> <p>Lynch and VC Lam:</p> | | <p>Completed</p> |

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| | | | A separate sub-committee should take care of this project. | | |
| IT Services Updates | | Develop and Manage Resources Advance Our Mission | <p>Improve IT operation:</p> <ul style="list-style-type: none"> -Updating website to communicate service disruptions and maintenance calendar (network system and statuses) -Service as a tool to inform the community. -Evaluating IT protocols and handoffs for remediating issues -Completed Phase I of the time & attendance module in PeopleSoft. Human Resources is currently using it for improving self-service operations -Live with student worker access to self-service. Student-workers can view pays and slip update contact information -Weekly meetings are held with the core business team (Human Resources, Finance, | <ul style="list-style-type: none"> -Phase II (self-service reporting) underway in the test environment. Human Resources is determining the timeline for public consumption -IT utilizes the priority list to address business needs. Many items have been addressed post | |

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| | | | Admission and Records, Financial Aid, Campus Community, and so on) to identify and prioritize pain-points. | OnePeralta. Also, items that were awaiting the upgrade have been implemented. | |
| PeopleSoft Upgrade | | Develop and Manage Resources Advance Our Mission | Finalizing PeopleSoft Upgrade Contract | VC Lam has already negotiated the best pricing for infrastructure and application upgrades. Awaiting final contract documents for review | VC Lam will present to DTC one received. |
| III. Adjournment | | | 1:40 pm | | |
| IV. Next meeting | | | October 4, 2019 (11:30 am – 1:30 pm) | | |