



Peralta Community College District
District Technology Committee Minutes
December 6, 2019
11:30 am – 1:30 pm
District General Services (DGS) Room # 1

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

COUNCIL MEMBERSHIP

Antoine Mehoulley <i>Director of Network Services (District)</i>	Silvia Cortez <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>PFT Rep (COA)</i>	Tim Hackett <i>Faculty IT Rep (Merritt)</i>
Kelle Lynch McMahan <i>Distance Ed Committee Rep (District)</i>	Vincent Koo <i>Berkeley City College IT Rep (BCC)</i>
Patricia Rom <i>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. Kelly Pernell
3. Rupinder Bhatia
4. Antoine Mehoulley
5. Tim Hackett
6. Silvia Cortez

7. Vincent Koo
8. Patricia Rom

Violeta de Leon – *Note-taker NON-VOTING MEMBER (District)*

Absent:

1. Mark Swiencicki
2. Kelle Lynch McMahan
3. Balamurali Sampathraj

Guest: Richard Thoele, SEIU 1021 Chapter President

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
I. Standing Items					
A. Call to Order			11:35 AM	A quorum was recognized	
B. Adoption of the Agenda			The draft agenda was adopted, as presented.	Motion 1 by Hackett, 2 nd by Bathia Motion passed	Approve agenda will be posted on the PBIM website
C. Approval of Minutes			The draft October 4, 2019 minutes were reviewed and amended. Correction: Page 7 - <i>Item: PeopleSoft Update under Outcome</i> , there was a misunderstanding in the first sentence.	Motion 1 by Hackett 2 nd by Pernell Abstain 1 Motion passed	Approve minutes will be posted on the PBIM website

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I. Standing Items					
D. Public Comment			<p>Hackett comments:</p> <ul style="list-style-type: none"> • Create a new DTC/20 list with the current membership • IT/DTC may want to consider where/how documentation (agenda, minutes, resolutions/APs/BPs, research, and support materials) will be stored, particularly for the work with the Institutional Self-Evaluation Report • Power Automate is more of PDC than IT. There may be templates that would be useful for faculty and staff to reduce workload; however, someone would need to know the scope of the app/templates and how this would be communicated to faculty/staff (flex day? IT Newsletter? Joint IT/PDC Newsletter) so that they could learn the tool and apply it to their respective areas. 		

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I. Standing Items					
B. Committee/Council Reports (2 minutes each)			<p>Berkeley City College Koo informs:</p> <ul style="list-style-type: none"> • Adobe's licensing expired during Thanksgiving break. However, the newer version has been utilized for several months. This newer version does not work in the same way as the older version and there have been challenges. <p>Some staff and full-time faculty are given access to the College's Adobe creative cloud subscription account. (Approximately 102 of the identified 196 users have started using the software)</p> <ul style="list-style-type: none"> • The researcher created a consolidate Annual Program Update (APU) equipment request list for the Technology Committee members to review. BCC completed the review yesterday (December 5, 2019) • BCC's President identified a few areas of the Accreditation Standards III C to be updated 		Winter break will use to review the inventory

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I. Standing Items					
			<ul style="list-style-type: none"> • Revision of the Technology Plan under way and it will be finalized soon • BCC's President is leaving in early January • Currently working on the Technology Prioritization Request 		
			<p>College of Alameda No report</p>		
			<p>Laney College Bathia reports:</p> <ul style="list-style-type: none"> • Program Review by the IT department is ongoing. The deadline is on December 20, 2019 • Waiting for the approval of the Technology Plan • Adobe upgrades • IT meets Tuesday of every month • Busy working with Real College Conference today (December 6, 2019) 	<p>We are working on the Accreditation of the Technology to support Standard III C</p>	

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I. Standing Items			<p data-bbox="349 724 397 1228">College of Merritt</p> <p data-bbox="397 724 560 1228">Merritt Technology Committee (MTC) made a recommendation for entry-level AV/Media/Smart Classroom Support Technician APUs for Campus IT requests/priorities have been submitted by MTC and Campus IT</p> <p data-bbox="560 724 673 1228">Air-condition solution(s) for following server/utility rooms sought: L117/P112A/R109/F209/3rd and 4th floors of S (Science) Building</p> <p data-bbox="673 724 787 1228">Coordination with the Institutional Self-evaluation Report (ISER) to support Standard III</p>	<p data-bbox="300 892 349 1060">Campus IT is working on PC/laptop inventory in preparation for computer refresh</p>	
				<p data-bbox="349 892 397 1060">Hackett has submitted resignation/retirement to Merritt/PCCD</p>	

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I. Standing Items				effective 16 December Hackett has contacted Tom Renbarger for replacement of MTC Chair/Faculty positions for faculty replacement on DTC and for the ISER	
I. Carried-Over and New Items			Distance Education No report		
Accreditation Standard III	In concert with college Technology Planning Committees, create a	Strengthen Accountability, Innovation, and Collaboration	Participatory Governance Council (PGC) meeting: Pernell reports:	VC Lam: Motions for Director Mehouelley to ask for directions, deadlines, and timelines for the Institutional Self-	
<ul style="list-style-type: none"> <li data-bbox="459 352 524 510">• District/campus delineation for framework/response(s) 					

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I. Standing Items	comprehensive technology plan		<ul style="list-style-type: none"> • The Chancellor, Dr. Regina Stanback, requested to add Accreditation Standards as an agenda item for all governance committees, in order to have all four colleges working on the Institutional Self-Evaluation Report (ISER) • The District Accreditation Standard is led by VC Brown, Annette Dambrosio and Director Mehouelley, who represents the DTC • Pernell wanted to make a motion to have an agenda item, where the members of the committee report a list of evidence for reaching the Accreditation Standard. Pernell would like for this evidence to be structured (e.g. with bullet points) • It is important to identify two or three precise and concise points of evidence 	Evaluation Report (ISER) to be presented to DTC	

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I. Standing Items			<ul style="list-style-type: none"> • Accrediting Commission for Community and Junior Colleges (ACCJC) recommends a maximum of 7 pages for each sub-section • If colleges have questions related to Accreditation Standard, send it to Annette Dambrosio • Pernell mentioned that VC Brown confirmed that the Accreditation drafts have been started and in late January or February their progress will be shared • Pernell suggested having small meetings to clarify any questions and coordinate the report of status and update • Approximately 85% of the evaluations should be done in Spring 		

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I. Standing Items			<ul style="list-style-type: none"> • A workshop where guidance about writing the evidence for the Accreditation Standards on December 12th was canceled. It might be rescheduled. • Make sure the vocabulary is consistent through out the accreditation report • If a large document has the evidence, highlight the evidence and use a name link and cite exactly which page number to easily find the evidence 		
Prioritization of technology and facilities for all colleges		Advance Student Access, Equity, and Success	Participatory Governance Council (PGC) meeting: Pernell informs: <ul style="list-style-type: none"> • The new Chancellor, Dr. Regina Stanback, wants to restructure the Planning and Budgeting Integration Model (PBIM) and give governance back to the colleges, so they can make their own decisions instead of relying on the District. 		

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I. Standing Items			<p>VC Lam</p> <ul style="list-style-type: none"> VC Sata is working on the Bond Spending Planning. The plan would include a comprehensive tech replacement plan for each site. The plan would include the age of each set of computers purchased over the past 7 years. 		<p>Director Mehoulley will send a format that includes detailed information related to each technological device to DTC.</p> <p>VC Lam: A request has been sent to VC Sata asking about the deadline for the APUs</p>
IT Services Update		<p>Strengthen Accountability, Innovation, and Collaboration</p>	<p>VC Lam:</p> <ul style="list-style-type: none"> Improve procedures to obtain funding effectively 	<p>IT Department implements a Vendor Selection Comparison Qualification Matrix as a tool to establish side by side comparison of potential vendor offerings.</p> <p>Update Help Desk tickets auto responsive to be more informative</p>	

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I. Standing Items			Replacement existing VPN security because the Forticlient VPN is obsolete	<p>VC Lam: We've been using the same VPN for about two years and now we are transitioning to Cisco VPN. We've been testing this new system at the district level and on the application side</p> <p>VC Lam: Working on aligning security levels. For example, when HR and Finance terminate individuals, they are automatically deactivated from sign-in</p>	
			Security audit		

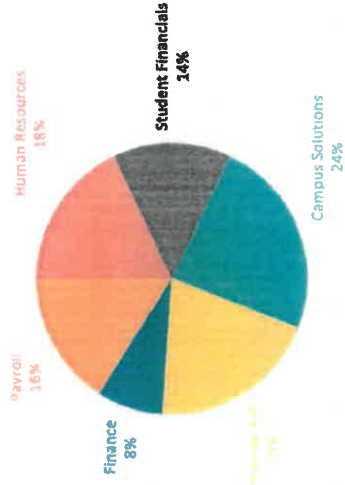
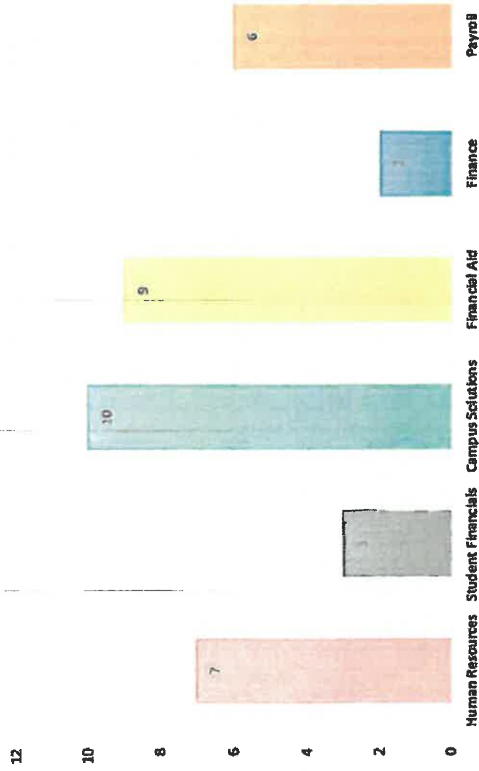
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I. Standing Items					
PeopleSoft Update		Strengthen Accountability, Innovation, and Collaboration	<p>VC Lam</p> <ul style="list-style-type: none"> We completed the 6th iteration on a price negotiation with VC Sata and Finance with the purpose of obtaining funding to upgrade PeopleSoft. Measure G will be available in January 2020. If funding is granted, it would improve the campus solution, the HR system, the Passport system, and the Prompt System. Passport would have a new presentation, and new mobility to access classes that allow students to enroll in a more visual and efficient manner and lighten the workload for helpdesk VC Lam made a presentation about PeopleSoft Upgrade Implementation, PeopleSoft Upgrade Training, and PeopleSoft Upgrade Items (see attached presentation items) 		

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I. Standing Items			<ul style="list-style-type: none"> The DTC wishes Hackett the best for his retirement. DTC is grateful for his work since he has been an important asset in their focus on security. DTC thanks Hackett for all his support! 	Richard Thoele will schedule a meeting with VC Lam regarding LARs and the alignment process between the system and Human Resources	Interviews for the Senior Applications Software Programmer/Analyst will occur on December 20, 2019
II. Adjournment			1:40 PM		
III. Next meeting			February 7, 2020		

PeopleSoft Upgrade Items

TOTAL

COMPLETED



Modules

Human Resources

Student Financials

Campus Solutions

Financial Aid

Finance

Payroll

Not Started

0

2

0

0

0

1

In-Progress

2

2

2

1

2

1

Completed

7

3

10

9

2

6

Total

9

7

12

10

4

8

