



Peralta Community College District
District Technology Committee Minutes
March 5, 2021
10:30 a.m. – 12:00 p.m.
Via Microsoft Team

Matthew Goldstein, Chair President of Senate COA
Antoine Mehouelley, Chief Technology & Information System

COUNCIL MEMBERSHIP

Balamurali Sampathraj <i>College of Alameda IT Rep (COA)</i>	Rupinder Bhatia <i>Director of College IT Services (Laney)</i>
Nathan Pellegrin <i>Director of Research and Planning (Merritt)</i>	Mark Swiencicki <i>PFT Rep</i>
Didem Ekici <i>Distance Ed Rep (District)</i>	Vincent Koo <i>Berkeley City College IT Rep (BCC)</i>
Patricia Rom <i>IT Rep (Merritt)</i>	Natalia Fedorova <i>PCS Rep</i>
Silvia Cortez <i>Classified SEIU 1021 Rep (District)</i>	Violeta de Leon <i>Note-taker NON-VOTING MEMBER (District)</i>
Adil Ahmed <i>Finance Rep (District)</i>	

Total Number of Members: 12

Amount Needed for Quorum: 7

In attendance:

- | | |
|-----------------------|--------------------------|
| 1. Matthew Goldstein | 7. Nathan Pellegrin |
| 2. Antoine Mehouelley | 8. Vincent Koo |
| 3. Rupinder Bhatia | 9. Balamurali Sampathraj |
| 4. Patricia Rom | 10. Silvia Cortez |
| 5. Natalia Fedorova | 11. Mark Swiencicki |
| 6. Didem Ekici | |

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

Absent: Adil Ahmed

Guest: Mark Johnson

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
I. Standing Items					
A. Call to Order			10:30 a.m.	A quorum was recognized	
B. Adoption of the Agenda			The agenda was adopted as presented	Motion 1 st by Pellegrin, 2 nd . by Swiencicki Motion passed unanimously	Approved agenda will be posted on the PBIM website
C. Approval of Minutes			The minutes for February 5, 2021 were reviewed.	Motion 1 st by Cortez 2 nd by Pellegrin Motion passed unanimously	Approved minutes will be posted on the PBIM website
D. Public Comment			Jeejun Bertuso – BCC Comments: There is an issue to run the new student ID number format through power BI. Mehouelley comments that it is not PeopleSoft issue. It is about file process issue. It is important to differentiate between Student and Faculty ID. He will follow-up with Institutional Research.		

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I. Standing Items					
E. Committee/Council Reports (2 minutes each)			<p>Berkeley City College Koo reports:</p> <ul style="list-style-type: none"> • BCC IT continues to check out laptops to faculty and staff. • BCC IT continues to support faculty and staff laptops for maintenance (software / hardware) and repair. • BCC Library continues to check out Chromebooks to students and faculty. Wi-Fi hotspots are not available at this time. • BCC AV is assisting MMART to deploy VR headsets to students to support the VR class. We have identified the need of additional accessories. Procurement is in progress. • BCC Technology Committee met on Thursday, 3/4/2021. Tech Committee has been assisting efforts to refresh faculty laptops and upgrade classroom AV systems. Committee members brought up concerns regarding current LTIs and software subscriptions provided by the District. We are requesting information and clarification from Distance Education about available LTIs, 		

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I. Standing Items					
			software subscriptions, renewal plans, requests, tracking, District vs College, etc.		
			College of Alameda Sampathraj reports: <ul style="list-style-type: none"> • Accreditation visit conducted virtually. • Preparing to move into our new NCLA building. • Competitive bids for NCLA smart classroom coming in next week, hoping to start the installation by the end of the month. • Finishing up video surveillance camera installation for NCLA building. • Rolling out more multifunction machines for remote workers. 		
			Laney College Bhatia reports: <ul style="list-style-type: none"> • Important Action Needed for your Zoom account: Since our Zoom accounts are provided by the State, they have sent this message. If you store your Zoom recordings in the cloud, 		

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I. Standing Items			<p>then these will be remove. Please read below: Effective 03/08/2021 all TechConnect Zoom recordings with a creation date prior to August 15, 2020 will be deleted from user accounts. Once these files are deleted, they will be held in Zoom trash and available for retrieval by you for 30 days after the date of deletion. However, after 30 days in Zoom trash, any recordings held there will be permanently removed and no longer be accessible. Start now to <u>proactively manage your Zoom recordings.</u></p> <ul style="list-style-type: none"> • The PeopleSoft system was upgraded on 2/16 by District IT. On Feb 23, Laney IT held a Tech Tuesday session to assist and educate users on the new platform. More than 25 Faculty and Classified staff attended this session. If you have any issues with the new system, please email pssupport@peralta.edu • The next Tech Tuesday session will be on March 9, 2021 and will focus on Excel Tips and 		

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I. Standing Items					
			<p>Tricks. Zoom link: https://cccconfer.zoom.us/j/91047817603</p> <ul style="list-style-type: none"> • The Technology Planning Committee prioritized various technology requests received via program review and submitted them to the Budget Advisory Committee • Laney IT is working with facilities on the various construction projects. Inventory and storage of the computer networking equipment housed in the Eagle Village was completed. • Laney IT Continues to provide remote tech support and limited on-site support. Please contact us at laneyhelpdesk@peralta.edu. • We are working to inventory our laptops in Intune • Working with DGS to fix the AC units in our IDF/MDF 		

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I. Standing Items					
			<p>Merritt College Rom reports:</p> <ul style="list-style-type: none"> • We are working with Sharon Millman at DGS about solving problem of non-functioning AC units in 8 network rooms. • We are processing new laptops and desktops for faculty and staff, and iPads for Child Development students. • Several servers are still malfunctioning after last month's power outages. I am working to migrate several critical applications to newer servers. • We worked with administration on the accreditation process. • Work on the Merritt Technology Plan is in progress. 		
			<p>Distance Education Ekici reports:</p> <p><u>DE Update: Peralta Online Equity Conference:</u></p> <ul style="list-style-type: none"> • Financial agreement for CVC-Exchange is completed. Now, we need two more things to complete: one is IdP set up by the IT and-we'll need Antoine's support for that, the other thing is e-transcripts. It requires collaboration among 		

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I. Standing Items					
			<p>student services, admissions & records and the vendor. Dominique Taylor is helping us move forward with the process.</p> <ul style="list-style-type: none"> • As the Peralta Online Equity Team, we are planning to run our first online conference that will welcome colleges and universities from all around the world. Our goals are to increase the visibility of Peralta's work to increase learning equity and to bring together institutions that want to share and adopt equitable practices for all online students globally. • Throughout the three-day conference, we will feature all four Peralta Colleges through the faculty who have completed our local Online Equity Training and who have aligned a course with Peralta's Online Equity Rubric. I appreciate if you spread the word. 		

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I. Standing Items					
I. Carried-Over and New Items					
District Website Redesign Plans			<p>Mark Johnson informed:</p> <ul style="list-style-type: none"> • Current site at web.peralta.edu is ~10 years old - still using same WordPress theme as 2011. • site is not mobile-friendly or fully ADA-compliant • After considering costs of WordPress redesign, we decided to pilot a redesign in HubSpot CMS • Cost for HubSpot CMS is cheap, \$3600/year which includes cloud hosting, meaning post migration we'll be able to cancel our current hosting service. • After getting bids we went with a company called Marketing Migration LLC. They're moving 80 pages from our current site into HubSpot CMS where we can see mobile responsive design and ADA compliant accessibility. 		

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I. Standing Items			<ul style="list-style-type: none"> • Shared mockup of new home page design to positive feedback • Still a work in progress so all input on the design and navigation is welcome • hope to have the new site up by fall 2021 semester. <p>Nathan Pellegrin commented:</p> <ul style="list-style-type: none"> • Each of the College websites are structured differently and have different paths for students and staff to login. Pellegrin mapped the different pathways for DTC. 		Mehouelley asked Johnson to lead the research on the web pages for this redesign project
Technology Master Plan			<p>Mehouelley informed:</p> <ul style="list-style-type: none"> • The Technology Master Plan has been completed. It is waiting for a board session to approve. 		
PeopleSoft Updates	In concert with college Technology Planning Committees, create a	Strengthen Accountability, Innovation, and Collaboration	<p>Mehouelley informed: PeopleSoft 9.2 <u>Phase One:</u></p> <ul style="list-style-type: none"> • The UAT (User Acceptance Testing) was completed and went live. This is a lifecycle project. Phase One hasn't 		

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I. Standing Items					
	comprehensive technology plan		<p>finished yet. IT is in 2 sub-phases:</p> <ul style="list-style-type: none"> • 1. Stabilization: It is basically to continuing resolving problems with the same project team. There are three meetings a day with Campus Solutions, HR and Finance fixing problems and moving on for the next step. • 2. Support: Users will open tickets and Oracle will respond to support and resolve the issues. • There are links for training manuals, and videos; even though, the system is the same. The difference is that the whole system is well organized and has a different structure. <p>Mehouelley made a presentation</p> <ul style="list-style-type: none"> • <u>Phase 2:</u> • <u>Human Capital Manager (HCM):</u> <ul style="list-style-type: none"> - Manager Self-Service - Position Manager - Time and Labor - Commitment Control <p>Teri Antonio will lead this project.</p> <ul style="list-style-type: none"> • Project Plan: The dates will be published through Mark Johnson to 		

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			<p>everybody. It will be important for management to inform staff of these dates.</p> <ul style="list-style-type: none"> • <u>Finance:</u> <ul style="list-style-type: none"> - Asset Management - Expense Management - Inventory Management - Contract Management 		
IT Services updates			<p>Mehouelley informed:</p> <ul style="list-style-type: none"> • Helpdesk is open to support the staff at the District. It is one staff member who works from 8:00 a.m. to 5:00 p.m. • The III C Accreditation is going well. Thanks for your support. • Planning to create a Steering Committee to prioritize the IT projects. 		
Student Journey Mapping Project	In concert with college Technology Planning	Strengthen Accountability, Innovation,	<p>Mehouelley informed:</p> <ul style="list-style-type: none"> • The Vice-Presidents of Student Services of each Campus had a 		

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I. Standing Items					
	Committees, create a comprehensive technology plan	and Collaboration	meeting and will follow up with another meeting. <ul style="list-style-type: none"> IT will start working on a new project called Focus on Enrollment Management Strategy. It is based on how the students are impacted with the technology. 		
II. Adjournment			12:00 p.m.		
III. Next meeting			Friday, April 9, 2021		