



Peralta Community College District
District Technology Committee Minutes
March 6, 2020
11:30 am – 1:30 pm
District Board Room

Kelly Pernell, Chair, Faculty IT Rep
Antoine Mehoulley, Acting Chair, Director of Network Services (District)

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>	Andrew Park <i>PFT Rep</i>
Inger Stark <i>Distance Ed Rep (District)</i>	Vincent Koo <i>Berkeley City College IT Rep (BCC)</i>
Patricia Rom <i>IT Rep (Merritt)</i>	Violeta de Leon <i>Note-taker NON-VOTING MEMBER (District)</i>
Silvia Cortez <i>Classified SEIU 1021 Rep (District)</i>	

Total Number of Members: 11

Amount Needed for Quorum: 6

In attendance:

- | | |
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| <ol style="list-style-type: none"> 1. Kelly Pernell 2. Antoine Mehoulley 3. Rupinder Bhatia 4. Vincent Koo 5. Silvia Cortez 6. Nathan Pellegrin | <ol style="list-style-type: none"> 7. Andrew Park 8. Patricia Rom Violeta de Leon – Note-taker NON-VOTING MEMBER (District) |
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Absent:

1. Balamurali Sampathraj
2. Inger Stark

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			<i>11:37 AM</i>	A quorum was recognized	
B. Adoption of the Agenda			The draft agenda was adopted, as presented.	Motion 1 by Cortez, 2 nd by Pellegrin Motion passed unanimously	Approved agenda will be posted on the PBIM website
C. Approval of Minutes			The draft February 7, 2020 - DTC The draft November 1, 2019 – Joint DFC and DTC Minutes	DTC: Motion 6 yes, 1 abstain Motion passed Joint DFC and DTC 4 yes, 3 abstain Motion passed	Approved minutes will be posted on the PBIM website
D. Public Comment			No report		

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
I. Standing Items					
E. Committee/Council Reports (2 minutes each)			<p>Berkeley City College Koo reports:</p> <p>Security cameras</p> <ul style="list-style-type: none"> • BCC IT communicated with the vendor engineer about setting up local monitoring workstation. • BCC IT acquired some instructions and will begin setting up security camera system workstation next week, week of 3/9/2020. • BCC IT will install privacy screen filters on the lobby security workstation monitors to minimize observation by passersby. • From Safety Committee, BCC will look into renovating the lobby area to facilitate improved security function along with information and student ambassador functions. 		

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I. Standing Items					
			<p>Ibis outlet replacement</p> <ul style="list-style-type: none"> • All Ibis outlets have been replaced and programmed with new units having newer firmware. • About 5 units remain to be physically deployed. <p>Embertec power strip deployment</p> <ul style="list-style-type: none"> • 50+ power strips are pending installation with software in Phase 2. • Expecting completion by end of Spring semester. <p>Windows 10 upgrades</p> <ul style="list-style-type: none"> • Upgrades in progress. • Several computers were upgraded in recent weeks, including Library and faculty areas. <p>BCC Technology Committee</p> <ul style="list-style-type: none"> • Members reviewed scored APU technology request list, and will begin to inquire about funding allocation. 		

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I. Standing Items					
			<ul style="list-style-type: none"> • BCC IT will work with Business Office to assist with funding allocation. • V Koo presented the Measure G bond prioritization list of technology projects. • V Koo will continue to enter estimated costs to complete the list for College Technology Committee and College Roundtable to review and approve. • Distance Education Coordinator brought up Canvas and other DE concerns regarding instructional continuity, especially in situations where students are not able to attend classes onsite due to various reasons. • DE Coordinator brought up the need for training on tools available via the Peralta Portal. • A member brought up if there is a possibility of 		

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I. Standing Items					
			<p>using Google Classroom, particularly for individual student data storage capacity as media and art students have higher storage demands.</p> <ul style="list-style-type: none"> • V Koo recommended to reach out to District IT to inquire about Microsoft and Azure Education products as a possibility to work with Canvas, Office 365, etc. 		
			<p>College of Alameda No report</p>		

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I. Standing Items					
			<p>Laney College Bhatia reports:</p> <p>Large copy machines</p> <ul style="list-style-type: none"> In February, 11 of the large copiers were replaced by newer machines due to lease renewals. Low usage printers were replaced by smaller units, thereby decreasing the lease renewal costs. The large Library copiers for students are being phased out and possibly replaced by scanners. <p>Accreditation</p> <ul style="list-style-type: none"> Work continues with Standard 3C. Committees are given until March 13 to complete their parts. <p>The Laney Welcome Center</p> <ul style="list-style-type: none"> Is getting 29 new computers this spring! <p>Technology request prioritization</p> <ul style="list-style-type: none"> Was completed by the Technology Planning Committee. Approximately 65 requests were prioritized 		

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I. Standing Items					
			<p>and will go to the BAC for review.</p> <p>“Tech Tuesdays”</p> <ul style="list-style-type: none"> • Monthly technology training series continues in the Spring. The next session will be on 3/10 and will focus on Excel tips and tricks. • IT is working with the Oakland Roots personnel to take care of their technology needs. A new electronic scoreboard will be setup in the soccer field next month. • IT is configuring the SARS system in the Math Lab to collect FTES hours for reporting. Other labs will be added later. 		
			<p>College of Merritt</p> <p>Waiting for College updates</p>		
			<p>Distance Education</p>		

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I. Standing Items					
			No report		
I. Carried-Over and New Items					
Accreditation Standard III <ul style="list-style-type: none"> • Present the draft 	In concert with college Technology Planning Committees, create a comprehensive technology plan	Strengthen Accountability, Innovation, and Collaboration	Mehouelley reports: <ul style="list-style-type: none"> • The first draft is finished and was accepted by Annette Dambrosio Pernell comments: <ul style="list-style-type: none"> • DTC should provide District feedback to the colleges for updates. Colleges will need to respond to VC Brown no later than March 13 with their updates 		Mehouelley: <ul style="list-style-type: none"> • Will send the Accreditation Standard III first draft to DTC • Will collect the Master Technology Plan from each college to inform the District Pernell confirms: <ul style="list-style-type: none"> • Evaluation of the Technology Committee should be added to our next Agenda

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I. Standing Items					
<ul style="list-style-type: none"> • Canvas SpeedGrader default configuration • Starfish default response 			<p>Pellegrin reports:</p> <p>Canvas SpeedGrader:</p> <ul style="list-style-type: none"> • The Merritt Technology Committee (TC) reported that the Canvas SeedGrader configurations need to be updated • The Merritt TC requested options that would speed up required grading time and improve ADA access <p>Starfish</p> <ul style="list-style-type: none"> • The Merritt TC requested that default responses for students be added near the top of the Starfish configuration. Default responses near the top would reduce the incidence of the faculty repetitive motion injuries 	<p>Motion 1st by Pellegrin, 2nd by Park</p> <p>The District Technology Committee (DTC) will communicate with District Academic Affairs regarding the feedback and concerns (clicking and functionality) about faculty usage of starfish</p>	

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<p>PeopleSoft Update</p> <ul style="list-style-type: none"> • College/district: Overall Replacement Plan (Measure G) • Test Proctoring Software • SARS – Proof of Concept 		<p>Strengthen Accountability, Innovation, and Collaboration</p>	<p>Mehouelley: General comments: VC Minh Lam is no longer working for the Information Technology (IT) Department. Mehouelley is managing the operation of the PeopleSoft and Network teams. Mehouelley will report directly to Delisle Warden, Interim General Counsel and Chief of Staff, for day-to-day activities. Also, Warden will represent IT at the board and cabinet meeting. Dr. Regina Stanback Stroud, the Chancellor, wants to move forward with two items: the FCMAT Report related to IT and PeopleSoft Upgrade 9.2 Test Proctoring Software: Working with Jennifer Fowler, Communication Instructor – Distance Education Coordinator about proof of concept</p>	<p>Mehouelley:</p> <ul style="list-style-type: none"> • Meeting with Business Unit Managers to review the need and functionality of the current system • Data cleanup is ongoing so migration to the cloud is seamless • Oracle will visit campuses to explain upgrading projects to constituents 	<p>Mehouelley: Measure G: All colleges should upload the prioritization of technology list to Microsoft Teams before the next DTC meeting on April 3, 2020, so DTC can see it, to pass the resolution to request funding in the next committee meeting</p>

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PeopleSoft Update			<p>Mehouelley reports:</p> <p>Conference call between Oracle and Peralta IT was held on March 5, 2020 for all Vice-Chancellors and managers.</p> <p>Topics from that meeting include:</p> <ol style="list-style-type: none"> 1. Introductions and Project Recap 2. Solution Review and Project Scope 3. Proposal and Contract Review 		
II. Adjournment			1:20 PM		
III. Next meeting			April 3, 2020		