



Peralta Community College District
District Technology Committee Minutes
May 1, 2020
11:30 am – 1:30 pm
Via Microsoft Team

Kelly Pernell, Chair Faculty IT Rep
Antoine Mehouelley, Acting Chair, Director of Network Services

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: 10

Amount Needed for Quorum: 6

In attendance:

1. Kelly Pernell
2. Antoine Mehouelley
3. Rupinder Bhatia
4. Silvia Cortez
5. Inger Stark
6. Andrew Park
7. Vincent Koo
8. Balamurali Sampathraj
9. Patricia Rom
- Violeta de Leon – Note-taker **NON-VOTING MEMBER** (District)

Absent:

Nathan Pellegrin

Guest:

Mike Toolan - Oracle

Mark Johnson - PIO (District)

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>11:30 AM</i>	A quorum was recognized	
B. Adoption of the Agenda			The draft agenda was adopted as presented	Motion 1 st by Stark, 2 nd . by Bhatia Motion passed unanimously	Approved agenda will be posted on the PBIM website
C. Approval of Minutes			The draft minutes for April 3, 2020 were reviewed	Motion 1 st by Park 2 nd by Cortez, 1 abstain Motion passed	Approved minutes will be posted on the PBIM website
D. Public Comment			Johnson comments: <ul style="list-style-type: none">Thanks to the feedback from this committee on the email distribution list updates announced early April. We're looking for the names of the secretaries of the academic senates and the classified senates so we can add them as authorized senders.		

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I. Standing Items					
			<ul style="list-style-type: none"> • Great news: The District marketing department has signed an agreement with Hubspot for Hubspot Marketing Hub. This marketing communication technology will replace GovDelivery, the tool we currently use for email and texting to students and community members. We'll be able to use Hubspot for communicating with students, community members, and also employees. This technology is paid at the District level and will be used by each college for student communications. I've met with the PIOs and frequent GovDelivery senders about the transition. • More great news: thanks to colleagues in IT, the District marketing team is now able to update the Staff Directory at https://web.peralta.edu/directory/. We'll be updating the list on a monthly basis. I also added this info in the chat: Regarding the name that is displayed in the Staff Directory: Since it is pulled from PeopleSoft, we display first name or preferred name. People (like me) who do 		

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I. Standing Items					
			<p>not go by their formal first name will need to go into PeopleSoft self-serve to add their preferred name. We will display the preferred name if different than official first name.</p>		
E. Committee/Council Reports (2 minutes each)			<p>Berkeley City College Vincent reports:</p> <ul style="list-style-type: none"> • BCC Tech Committee met and discussed ISER (Institutional Self-Evaluation Report) progress regarding Standard IIC response. • BCC Tech Committee is going to include an addendum to the College Technology Plan regarding response to COVID-19. • BCC Tech Committee discussed about technology resources that have been made available to students. • College Chromebooks • Splashtop remote access software to College computer labs • Adobe Creative Cloud suite software, etc. 		

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I. Standing Items					
			<ul style="list-style-type: none"> • BCC Tech Committee discussed about additional technology needs and resources in response to current remote learning situation. • BCC is acquiring additional software and technology equipment and supplies for students to support their instructional needs. • BCC IT continues to loan laptops and equipment to staff and faculty for work-at-home use. • 190+ Chromebooks have been received from District. BCC Library is in the process of adding bar codes to prepare for loaning. BCC IT is in the process of taking inventory and understanding the device management process. • Possible storage and charging options for future support have been discussed. • BCC IT continues to work on identifying upcoming and future technology needs and funding from District. 		

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I. Standing Items					
			<p>College of Alameda Sampathraj reports:</p> <ul style="list-style-type: none"> • Rolling out All in one machines, laptops, and chrome books for remote work for staff and faculty. • Supporting remote users over the phone and remote software. • We are also doing the chrome books deployment. • Technology requirement list for COA requested by VC Sata will be done with guidance from Dr. Karas since COA IT team will not be able to identify individual department needs. • Technology hardware purchase for NCLA building is going for board approval later this month 		

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			<p>Laney College Laney College distributed more than 100 Chromebooks at the end of April and continue to do that in May. We also have the Stupski grant to secure laptops with Wi-Fi for approx. 700 students.</p> <p>Laney is working on the accreditation ISER document and the second draft is in Canvas. We are actively working with the Tech Planning Committee on the Standard IIIC for technology.</p> <p>Laney deployed the Splashtop remote desktop software for students to access lab computers from home. This will enable them to access the software they need.</p> <p>The Laney locker room construction project and the Eagle Village project to re-locate the portables in in progress. The IT/AV parts are being discussed with the consultants.</p>		
			<p>Merritt College Pending college report:</p>		
			<p>Distance Education Pending report</p>		
I. Carried-Over and New Items					

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I. Standing Items					
PeopleSoft Updates <ul style="list-style-type: none"> • Oracle Presentation 	In concert with college Technology Planning Committees, create a comprehensive technology plan	Strengthen Accountability, Innovation, and Collaboration	Mike Toolan, Oracle Customer Services.		
Technology Master Plan			Mehouelley reports: <ul style="list-style-type: none"> • The Technology Master Plan was approved by the Board • Once the project kicks off, an update will be given to the DTC 		
Security for Remote Staff Working with Sensitive Information			Mehouelley mentions: <ul style="list-style-type: none"> • We worked on AP references to Security Standard last year. We need to update, so DelisleWarden can approve it Pernell reminds: <ul style="list-style-type: none"> • There are Information Security workshops on June 15 and 16 for Community Colleges 	Delisle Warden, asks Bhatia to share the Security presentation with the Communication Department. The presentation was shared with her team last Tuesday	
Accreditation Standard III			Mehouelley reports: <ul style="list-style-type: none"> • IT Team is in the process of collecting evidence in a coordinated way • Remote learning instructional labs have been added as a student resource Bhatia adds:		

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I. Standing Items					
			<ul style="list-style-type: none"> Distribution of Chromebooks for students should be mentioned as Accreditation evidence 		
Evaluation – Technology Committee			<p>Pernell read:</p> <ul style="list-style-type: none"> The 2017 District Technology Committee (DTC) Charge that is located on the Peralta website and in the Microsoft Team DTC file The September 13, 2019 DTC minutes (Page 10) that establish the goals of the year. The minutes are located on the Peralta DTC website and in the Microsoft Team DTC file 	<p>Mehouelley suggests:</p> <ul style="list-style-type: none"> DTC members evaluate the committee goals using Survey Monkey 	<p>Pernell suggests:</p> <ul style="list-style-type: none"> Bathia clear the survey from Fall 2019 and re distribute it to the DTC members. The purpose of the survey is to review, discuss, and make recommendations based on the survey results for the Fall 2020 meetings.
IT Services Updates			<p>Mehouelley asks colleges:</p> <ul style="list-style-type: none"> To submit the Measure G replacement plan as soon as possible <p>Mehouelley reports:</p>	<p>DTC discusses:</p> <p><u>Resolution:</u> Asking for motion to after thoughtful review and questioning of the</p>	

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			<ul style="list-style-type: none"> IT Department secured PeopleSoft over the weekend after a security breach. During the breach, information was tampered with on the applications, and data was removed. We are still monitoring the situation and controlling the security issues. Congratulations went to the team for working 24/7 to fix the problem. 	<p>PeopleSoft Upgrade plan, the DTC endorses the plan.</p> <p>DTC endorses the plan.</p> <p>Motion by Park and 2nd by Stark Motion passed unanimously</p>	

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I. Standing Items					
Q&A			<p>Pernell:</p> <ul style="list-style-type: none"> • Congratulates the IT leads and the Distance Education Coordinators for all the hard work during the past two months' transition to online environment <p>Mehouelley added:</p> <ul style="list-style-type: none"> • His amazement that the deployment of 1,000 Chromebooks took only 3 days to configure. District and colleges IT teams worked while socially distancing on the security protocols. A total of 8,000 have been ordered. <p>Pernell confirms:</p> <ul style="list-style-type: none"> • That this will be her last meeting as the Co-Chair to the DTC. A new Co-Chair will begin in Fall 2020 		
II. Adjournment			1:33 PM		
III. Next meeting			September 11, 2020		