



**Peralta Community College District  
District Technology Committee Minutes**

**May 7, 2021**

**10:30 a.m. – 12:00 p.m.**

**Via Microsoft Team**

***Antoine Mehoulley, Chief Technology & Information System – Chair  
Matthew Goldstein, President of Senate COA – Co-Chair***

**COUNCIL MEMBERSHIP**

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

**Total Number of Members: 12**

**Amount Needed for Quorum: 7**

**In attendance:**

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

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

**Absent: Adil Ahmed**

Guest: N/A

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
<b>I. Standing Items</b>					
<b>PeopleSoft 9.2 Phase 2 Workshop Presentation</b> (10:30 – 11:30) <b>By: Antoine Mehoulley, Teri Antonio and Human Resources</b>			<i>10:30 a.m. – 11:30 a.m.</i> This workshop will review the project timeline and some enhanced features for PeopleSoft 9.2 Phase 2 including the inclusion of HR forms such as timesheets and leave reports which will impact faculty, classified professionals and administrators. You may find the presentation attached to these minutes.		
A. Call to Order			<i>11:30 a.m.</i>	A quorum was recognized	
B. Adoption of the Agenda			The agenda was adopted as presented	Motion 1 <sup>st</sup> by Ekici, 2 <sup>nd</sup> . by Fedorova One abstain Motion passed	Approved agenda will be posted on the PBIM website
C. Approval of Minutes			The minutes for April 9, 2021 were reviewed.	Motion 1 <sup>st</sup> by Cortez, 2 <sup>nd</sup> by Bhatia One abstain Motion passed	Approved minutes will be posted on the PBIM website
D. Public Comment			N/A		

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
<b>I. Standing Items</b>					
E. Committee/Council Reports (2 minutes each)			<b>Berkeley City College</b> Koo reports: <ul style="list-style-type: none"> <li>• Worked with vendor and District IT on security camera network cutover on Thursday, 4/29.</li> <li>• Working with vendor to prepare replacement security camera monitoring workstation.</li> <li>• Will reach out to DGS for guidance on local monitoring capabilities and security staff training.</li> <li>• Purchased and purchasing laptop computers for faculty and staff.</li> <li>• Begin to prepare replacement laptop computers for faculty and staff.</li> <li>• Assist academic departments to distribute instructional support equipment and supplies to faculty.</li> <li>• Continue to provide loaner laptops to faculty and staff.</li> <li>• Support faculty and staff via in-person, Zoom, email, and Help Desk.</li> <li>• Troubleshoot and reset returned Chromebooks.</li> </ul>		

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<b>I. Standing Items</b>					
			<ul style="list-style-type: none"> <li>• Check with District IT on timeline of BCC network upgrade.</li> <li>• Check with District IT and Marketing about updating bcccs, bcc classified, bccfs.</li> <li>• Clarify with DE on renewing and purchasing LTIs and software licenses for instructional and support purposes.</li> <li>• BCC IT is assisting to upgrade computer lab computers.</li> <li>• BCC AV is assisting to upgrade classroom AV systems.</li> <li>• BCCTC is discussing and planning to expand laptop loaning to more faculty members and students.</li> </ul>		
			<b>College of Alameda</b> No report		

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<b>I. Standing Items</b>					
			<p><b>Laney College</b> Bhatia reports:</p> <ul style="list-style-type: none"> <li>The PeopleSoft Phase 1 upgrade was completed in February. On April 21, 2021 District IT presented to the Laney community on Phase 2 of the upgrade that includes the following enhancements: <ul style="list-style-type: none"> <li>a. Replace current ePAF system with PeopleSoft Manager Self Service</li> <li>b. Convert paper-based LARs into electronic employee time submissions (No more Excel LARs!)</li> <li>c. Convert paper-based timesheet forms for student workers and part time employees to electronic submissions. More details can be found here: <a href="#">Phase 2 implementation</a>. The project is expected to go live at the end of July 2021.</li> </ul> </li> <li>Laney IT is working with VPSS to implement “Zoom Phone” technology in the Student Services area. This will enable students’ calls to be</li> </ul>		

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<b>I. Standing Items</b>					
			<p>routed correctly to various service areas.</p> <ul style="list-style-type: none"> <li>The next Tech Tuesday session will be on May 11, 2021 and will focus on some of the advanced topics in Excel. Bring your questions! Zoom link: <a href="https://cccconfer.zoom.us/j/91047817603">https://cccconfer.zoom.us/j/91047817603</a></li> <li>Laney IT is working with some departments to update the infrastructure. The ROC area will have updated electrical and network cabling to support their office equipment safely. The Laney Bistro/Cafeteria will get updated cash registers and an updated Point of Sale system.</li> <li>Laney IT is working with facilities on clearing e-waste from campus. If you have old technology equipment in your areas, please let us know and we will pick it up.</li> <li>Laney IT Continues to provide <b>remote tech support</b> and limited on-site support. Please contact us at <a href="mailto:laneyhelpdesk@peralta.edu">laneyhelpdesk@peralta.edu</a>. <b>For</b> PeopleSoft class scheduling questions, faculty</li> </ul>		

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<b>I. Standing Items</b>					
			<p>should email  <a href="mailto:Laneyscheduler@peralta.edu">Laneyscheduler@peralta.edu</a>.            If you need assistance with website changes, your website account or WordPress training please email  <a href="mailto:laneywebhelp@peralta.edu">laneywebhelp@peralta.edu</a></p>		
			<p><b>Merritt College</b>            Rom reports:</p> <ul style="list-style-type: none"> <li>• Merritt was the last to cutover the Security Camera system and all 200+ cameras from their separate network system onto the main network system and reprograming ports on the Cisco switches in all network rooms.</li> <li>• Continuing progress on upgrading old servers.</li> <li>• Assisting faculty &amp; staff to order new computers &amp; printers.</li> <li>• Processing and distributing new incoming desktops &amp; laptops for faculty and staff.</li> <li>• Work on the Merritt Technology Plan is still in progress.</li> </ul>		

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<b>I. Standing Items</b>					
			<b>Distance Education</b> Ekici reports: <ul style="list-style-type: none"> <li>• We completed the three-day Peralta Online Equity Conference last week successfully. We had 850 participants from different parts of the world to join the 30 unique presentations and workshops. The conference started with VC Brown's powerful opening remarks and lasted for three days. It was a big step towards creating a community around Peralta Online Equity Initiative.</li> <li>• We are about to complete and share LTI excel sheet with the IT leads and the faculty to bring more transparency about the LTIs we purchase and the ones which are about to expire.</li> <li>• Antoine and I had a meeting on Wednesday with the</li> </ul>		



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<b>I. Standing Items</b>					
			<p>representatives from CVC-OEI to discuss IT Proxy integration. We completed all other requirements, and this is the last one before we launch CVC-Student Exchange.</p> <ul style="list-style-type: none"> <li>• Our new District DE plan was approved in our last DE Committee meeting. The new plan prioritizes the accessibility in online classes, requirements of consortium agreement, and faculty training for the early intervention tools.</li> </ul>		
<b>II. Adjournment</b>			12:00 p.m.		
<b>III. Next meeting</b>			TBD		



# PeopleSoft Upgrade Phase II Business Process Changes

HCM Phase Two Scope | Peralta CCD |



# Agenda

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1. Introduction
2. Overview
3. Presentation
4. Q&A
5. Feedback





# Overview

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1. PeopleSoft Upgrade Phase I update
2. PeopleSoft Upgrade Phase II Update
3. PeopleSoft Enhancements Update

# Project Goal

## *Utilize District Resources effectively and efficiently*

1

Replace PCCD custom built electronic personnel action form (ePAF) with PeopleSoft Manager Self Service.

2

Convert paper base leave action report form (LAR for full time employees) into employee electronic submission and electronic manager approval.

3

Convert paper timesheet form (for hourly and part time employees) into employee electronic submission and electronic manager approval.

# Replace ePAF with PeopleSoft Manager Self Service

eFORMS for various types will be created and will be available for Managers to initiate electronic personnel actions, e.g., hire, job data change, promotion, etc.

Manager Self Service tile will be created in one place to make it easier for the manager to perform his/her task, e.g., initiate request, approve request, approve time submitted, etc.

Approval will be streamlined and managers will have the ability to appoint a delegate during their absence.

Managers will have the ability to view and manage their employee's available sick, vacation and floating holiday leave hours if applicable.



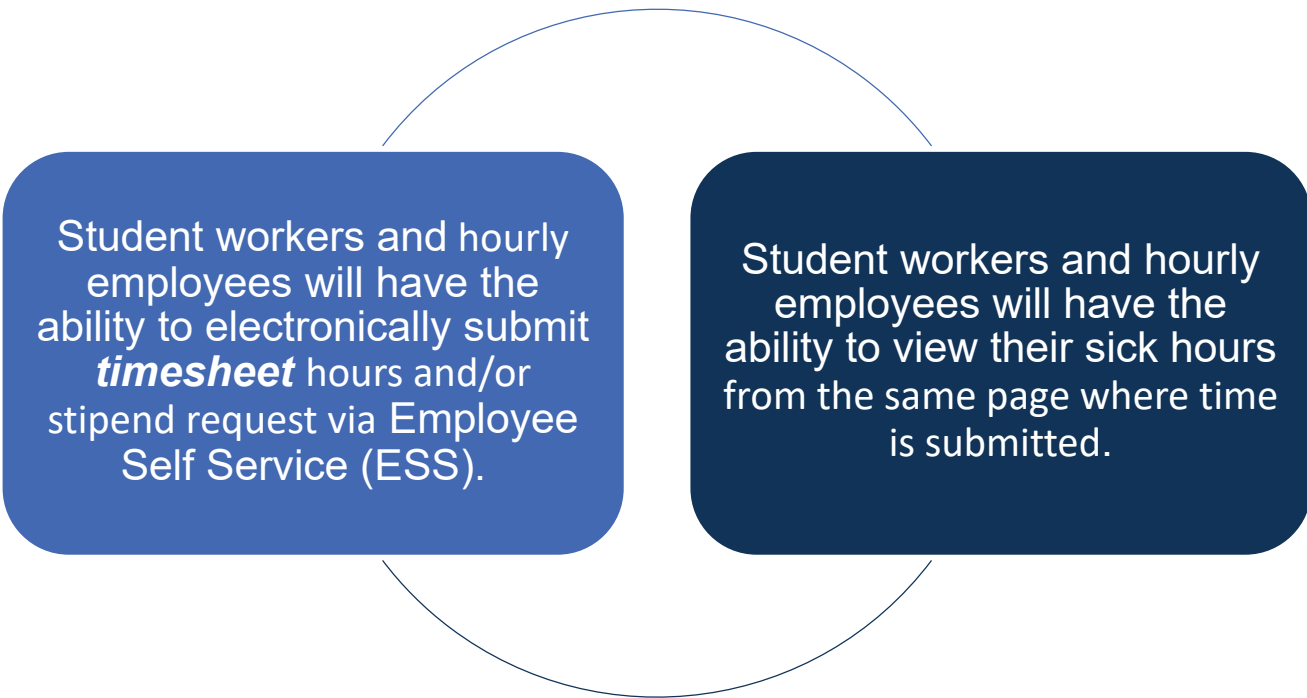
Employees will have the ability to electronically submit Leave Absence Report (LAR for full time employees) via Employee Self Service (ESS).



Employees will have the ability to view their sick, vacation and floating holiday hours in the same page where time is to be submitted.

Convert  
paper base  
LAR into  
electronic  
employee  
time  
submission.

Convert paper base  
Timesheet form  
(applicable to  
student workers and  
part time employees)  
into electronic  
employee timesheet  
submission for  
student workers and  
hourly employees



Student workers and hourly employees will have the ability to electronically submit ***timesheet*** hours and/or stipend request via Employee Self Service (ESS).

The diagram consists of two rounded rectangular boxes connected by a thin blue line that forms a circle around them. The left box is a medium blue color, and the right box is a darker blue color. Both boxes contain white text.

Student workers and hourly employees will have the ability to view their sick hours from the same page where time is submitted.



# Convert paper form approval for LAR and Timesheet into electronic manager time approval.



Managers will have the ability to electronically approve Leave Absence Report (LAR) submitted by the employee by going to Manager Self Service (MSS) tile.



Managers will have the ability to electronically approve Timesheet related hours and/or stipends submitted by student workers and hourly employees.



Speeds up the time in processing LAR absences; No need to submit paper LAR to benefits department



Speeds up the time in processing Timesheet hours and stipends. No need to submit paper timesheet to payroll department.



# Project Timeline

High Level Project Plan			
No.	Phase	Start Date	End Date
1	Project Planning	1-Feb-21	5-Mar-21
2	Requirements Gathering Workshops	24-Feb-21	19-Mar-21
3	Design & Elaborate	22-Mar-21	16-Apr-21
4	Configure & Build	19-Apr-21	4-Jun-21
5	Testing	3-May-21	16-Jul-21
6	Realization	19-Jul-21	7/25/2021 (Go-live)
7	Support	25-Jul-21	20-Aug-21

# Employee Training



Employee Self Service  
Timesheet & LAR Electronic  
Submission



Employee Self Service  
Action Request Electronic  
Submission

# Manager Training



Manager Self Service  
Timesheet & LAR Electronic  
Approval



Manager Self Service Action  
Request Electronic Approval

# Notification

Automated email notification will be sent to **EMPLOYEES** to electronically submit time.



Automated email notification will be sent to **MANAGERS** to approve time electronically submitted by their direct employees.



## HCM Project team allocated to this project:

- Human Resources
- Payroll Department
- Finance Staff
- Information Technology

## Team Resources

Full collaboration and numerous work sessions are on-going between multiple departments to ensure the accuracy of business processes.



# Questions?



# Thank You!

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