



**Peralta Community College District
District Technology Committee Minutes
November 13, 2020
10:30 a.m. – 12:00 p.m.
Via Microsoft Team**

***Matthew Goldstein, Chair President of Senate COA
Antoine Mehouelley, 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>	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
 2. Antoine Mehouelley
 3. Rupinder Bhatia
 4. Patricia Rom
 5. Natalia Fedorova
 6. Nathan Pellegrin
 7. Vincent Koo
 8. Balamurali Sampathraj
 9. Richard Thoele attending on Silvia Cortez behalf
 10. Mark Swiencicki
- Violeta de Leon – Note-taker **NON-VOTING MEMBER** (District)

Absent:

Guest:

1. Mark Johnson
2. Joyce Brown-Willis
3. Lisa R. Cook

4. Roberto Gonzalez
5. Gabriel Martinez

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
I. Standing Items					
A. Call to Order			<i>10:30 a.m.</i>	A quorum was recognized	
B. Adoption of the Agenda			The agenda was adopted as presented	Motion 1 st by Thoele 2 nd . By Pellegrin Motion passed unanimously	Approved agenda will be posted on the PBIM website
C. Approval of Minutes			The minutes for May 1, 2020 and October 2, 2020 were reviewed.	Two sets of minutes: Motion 1 st by Bhatia 2 nd by Thoele 2 abstains Motion passed	Approved minutes will be posted on the PBIM website
D. Public Comment			N/A		
E. Committee/Council Reports (2 minutes each)			Berkeley City College Vincent reports: <ul style="list-style-type: none"> • BCC continues to distribute Chromebooks and Wi-Fi hotspots to students. • BCC continues to loan out laptops and monitors to faculty and staff. • BCC Tech Committee discussed about efforts to connect with 		

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I. Standing Items					
			<p>College administration team to fulfill technology equipment refresh and approved technology requests.</p> <ul style="list-style-type: none"> BCC Distance Education Coordinator is requesting and inquiring about the possibility of including a tab in the class schedule to indicate a class being synchronous or asynchronous. 		
			<p>College of Alameda Sampathraj reports:</p> <ul style="list-style-type: none"> We are preparing to celebrate COA's 50th Anniversary on December 1, 2020 at 7 p.m. to 8 p.m. It will be an online event using Webinar Jam. More changes in COA leadership. Dr. Nathaniel Jones has been selected as our president and will be starting December 4th. Our current interim president Dr. Miller will go back to his regular role as VPI. We continue to work with Roebbelen Construction Management to get our NCLA building ready. We plan to finalize the Audio/Visual RFP by next week. 		

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I. Standing Items					
			<ul style="list-style-type: none"> We continue to roll out more computers to enable our users to work from home. We are getting a new building that will accommodate Auto tech and diesel mechanics programs together. Currently, these two programs are in different buildings. We have a meeting scheduled with Roebbelen Construction Management to discuss technology requirements. 		
			Laney College Bhatia reports <ul style="list-style-type: none"> CBT Technology Master Plan Town Hall: Laney College hosted a virtual technology master plan town hall cum listening session on October 15th. College community shared input and perspectives on technology related initiatives at Laney. The goal is to create a 		

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I. Standing Items					
			<p>District Master Technology Plan that will prioritize the IT projects across all four colleges.</p> <ul style="list-style-type: none"> • Laney IT is working on upgrading the web pages for the online appointment scheduling system- eSARS. The pages will be mobile compliant after the upgrades. • The Technology Planning Committee is working on a Technology Training needs survey to assess the training needs for faculty, staff, and administrators. • The next Tech Tuesday session will be on 11/10/2020 from 11 am -12 noon. The topic will cover Adobe Sign for signing documents electronically. You are encouraged to bring your questions! Zoom link: https://cccconfer.zoom.us/j/94845477782 • Chromebooks lending program continues- https://laney.edu/online-student-services/laney-college-chromebook-lending-program/. Students may pick up a Chromebook on Wednesdays 		

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I. Standing Items					
			<p>between 10 am -12 noon from Tower Lobby.</p> <ul style="list-style-type: none"> Laney IT Continues to provide remote tech support. Several requests for laptops and other equipment were fulfilled. Several departments are ordering equipment for effectively working from home. IT is involved in providing quotes and doing installs. 		
			<p>Merritt College</p> <ul style="list-style-type: none"> Rom reports Merritt IT is working with architects on new Child Development / Childcare Center building and on the new Landscape Horticulture buildings mostly on network issues. We are discussing what to do about Fruitvale Center since there are no classes there until Summer Session at the earliest Refresh issues are being discussed Website redesign are being discussed. 		
			<p>Distance Education No report.</p>		

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
I. Standing Items					
I. Carried-Over and New Items					
Evaluation Survey			Bhatia present the results: DTC Evaluation Survey 2019-2020. Link here :		
Technology Master Plan PeopleSoft Updates IT Services Update	In concert with college Technology Planning Committees, create a comprehensive technology plan	Strengthen Accountability, Innovation, and Collaboration	<p>Mehouelley made a presentation called “Information Technology Update” to DTC today and to the Board of Trustees last Tuesday night. This presentation covers the 3 items from the Agenda:</p> <p>The presentation is here. You may also find it attached to these minutes.</p> <p>This is the agenda for the presentation:</p> <ul style="list-style-type: none"> • Peralta Technology Modernization PeopleSoft Upgrade. • Technology Master Plan Update • District Wide Capital Project <p>Oracle – PeopleSoft 9.2 upgrade videos are here.</p>		
Q & A			<p>Johnson comments:</p> <ul style="list-style-type: none"> • Peralta website. District is working on a website redesign 		Goldstein will invite the Distance Education Coordinator to participate in the meeting.

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I. Standing Items					
			<p>project with a firm called Marketing Migration LLC. They will provide a new template that provides ADA compliant accessibility and a responsive design for mobile users.</p> <ul style="list-style-type: none"> • Marketing email upgrade. Earlier this year (in July/August), District marketing team replaced the email system for communicating with students. For over a decade we had been using GovDelivery but are now using HubSpot Marketing Hub. The feedback from College PIOs and Student Services people using the new email system has been very positive so far. We have a lot more insight into how our messages are being read by students, allowing PCCD to personalize and tune our messages to maximize their impact. • SMS Texting. As of November 9, we are "live" with our new SMS text service provider, a company called Lynton Web and a product called SMSZap, which is integrated with the HubSpot system. We sent our 		

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I. Standing Items					
			first text messages to students on Nov 9 (to BCC students about free food giveaway). For now, college teams should request the text messages so the District marketing team can send on behalf of the colleges.		
			Swiencicki suggests: That the content of monthly email called Anatomy of Scam be rotated so that readers remain alert to scams.		Mehouelley and Johnson will discuss the next steps.
II. Adjournment			11:50 a.m.		
III. Next meeting			December 11, 2020		



Information Technology Update

November 10, 2020



Host

Antoine Mehouelley

IT Director

Peralta Community College District





Agenda

1. Peralta Technology Modernization –PeopleSoft Upgrade
2. Technology Master Plan Update
3. District Wide Capital Projects
4. Questions



Peralta Technology Modernization: PeopleSoft Upgrade Project Charter

Executive Sponsor:

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VC Chanelle Whittaker cwhittaker@peralta.edu

VC Adil Ahmed aahmed@peralta.edu

VC Siri Brown sbrown@peralta.edu

Steering Committee Chair:

DIR Antoine Mehoulley



Peralta PeopleSoft Project Charter:

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Human Resources

- **Workforce Administration**
- **Benefits**
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- Teri Antonio- Enterprise Analyst
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Finance Modules

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- **Accounts Payable**
- **Commitment Control**
- **General Ledger**
- **Payroll**
- **Asset Management**
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VC Siri Brown
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- **Admissions & Records**
- **Academic Advisement**
- **Student Financials**
- **Financial Aid**
- **Academic Structure**
- **Curriculum Management**
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- Abigail Angel Umale (District) –
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- **Network**
- **System Integrations**
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Peralta Technology Modernization: PeopleSoft Upgrade Project Charter

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Participatory Governance

Training and Communications

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Peralta Technology Modernization: PeopleSoft Upgrade

Completion and Achievable Go-Live Date February 15, 2021

This date is intended to be the least impactful to faculty and students.

November 30, 2020

This date was proposed by Oracle; however, an internal assessment was made and this early date was not feasible for Peralta or Oracle to retrofit the necessary systems.

January 25, 2021

After additional consultations and discussions with impacted stakeholders, a new date was set for January 25, 2021; however this date fell on the first day of classes, and there was concern it would impact the start of the semester for students and faculty.

February 15, 2021

A new Go-Live date was set for February 15, 2021. The decision was made to Go-Live after census and consultation with the PFT, the District Academic Senate, and the Chancellor's Cabinet. This will assure the least impact during the final phase of the upgrade. No overtime hours will be required during the holiday with this date.



Peralta Technology Modernization: PeopleSoft Upgrade

Successful Go-Live date on February 15th will require
Peralta to complete all required tasks and testing.

Oracle's Current Completion To Date:

- 73% Pillar Average of Oracle Completion for February 15th, 2021

Pillars	Finance	Human Resources	Campus Solutions
Percentage of Completion	100%	60%	60%

Peralta Testing For The Go-Live Date

Peralta Testing	
Dec 7,2020- Dec. 23, 2020	13 Total Working Days
Jan. 4, 2021- Feb. 10, 2021	28 Total Working Days



Peralta Technology Modernization: PeopleSoft Upgrade

Measure G- Bond Funds

General Fund

Currently Being Scoped

Phase 1 Board Approved May 29, 2020		Phase 2 Board Approved May 29, 2020		Cloud hosting Board Approved May 29, 2020	Phase 3 Currently Being Scoped Approx. cost 1.5-2 Million
\$1,437,631.95		\$2,461,700.00		\$2,440,271.00	<ul style="list-style-type: none">Additional Third Party Integrations
<ul style="list-style-type: none">Fixed costs for identified deliverables.		<ul style="list-style-type: none">Fixed costs for identified deliverables.		<ul style="list-style-type: none">Annual Fee: Year 1- \$1.8 Million Year 2- 5- \$315,000	<ul style="list-style-type: none">CEMLI Migration and Retrofit (Additional Customizations Finance)
<ul style="list-style-type: none">Payment – quarterly in arrears.		<ul style="list-style-type: none">Payment – quarterly in arrears.		<ul style="list-style-type: none">PeopleSoft agreement yields \$300,000+ in annualized savings for PCCD compared to current operating costs for outdated technologies.	<ul style="list-style-type: none">CEMLI Migration and Retrofit (Additional Customizations for Campus Solutions and HR)
<ul style="list-style-type: none">Will be completed February 15, 2021		<ul style="list-style-type: none">Scheduled to be finalized after Phase 1 “Go Live” date.		<ul style="list-style-type: none">*In addition, the District is required to purchase software license support in the amount of \$312,891.83 annually.*Requires Board approval on Dec. 8th meeting.	<ul style="list-style-type: none">Interaction Hub (Single portal login for all 3 modules)
					<ul style="list-style-type: none">Oracle Business Intelligence - OCI Migration (IR)



Peralta Technology Modernization: PeopleSoft Upgrade

Addressing Challenges in Original Project Planning:

NOTE: Original contract was negotiated by Prior District leadership-

IT Director and Team Completed The Following:

- Reassessed proposed plan and timeline for achievability
- Documented work needed for a successful testing and cut-over
- Thoroughly evaluated the retrofits required for successful system upgrade
- Revaluated the timeline after final assessment was conducted



Peralta Technology Modernization: PeopleSoft Upgrade

Oracle Current Milestone Timeline Update

Milestone	Dates	Notes
Provisioning – (All 3 Pillars)	Jun-16 to Aug 24	Completed
Trial Run – 1 st Iteration	Aug10 – Aug31	Completed
CEMLI Retrofit	Sep03 - Dec04	In-Progress
Peralta to Code Freeze	Oct-30-2020	Scheduled
Integration/Interfaces	Oct-12 to Dec04	In-Progress
PeopleSoft Application Testing	Dec 07, 2020 to Dec 23, 2020 (13 Working Days) Jan 04, 2021 to Feb 10, 2021 (28 Working Days)	Peralta to arrange functional team to test complete and integrations
Phase 1 CEMLI retrofit Training	Nov30 – Dec04	Make Peralta functional People available
Trial Run – 2nd Iteration	28 Dec – Jan03	Peralta IT team to provide Data from customer system to start trail run
DR Instance build and sync	Jan-03 to Jan20	
Cut Over Plan & Go-Live	Feb 11 to Feb 15	Peralta team to provide data from current system for go-live cut over plan



Technology Master Plan (CBT)



Current Update

1. Projected November Completion
2. Currently on Step 4-Plan Development

1

Project Kickoff

Connect with
Leadership Team

2

Discovery - Part 1

Review Existing
Reports and Gather
Information

3

Discovery – Part 2

Host Focused
Listening Session
and Conduct Survey

4

Plan Development

Prepare Draft Plan
and Obtain Further
Feedback
Develop Final Plan

5

Plan Presentation

Present Plan to
Governing Board



District-Wide Project & Helpdesk Updates

Application Team Projects: Current System

In Progress	Completed
26	81

Description: Currently working on system integration, system customization, and application security matrix.

Network System Team Projects: Current System

In Progress	Completed
21	45

Description: Currently working on Microsoft single sign on integration, telecommunications, Microsoft Cloud device management, and network infrastructure services.

District-Wide IT Help Desk Monthly Report

Open Tickets: 271

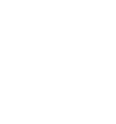
Closed Tickets: 662



District Wide Technology Capital Projects

- BCC Phase 1 expansion New Milvia Street Building
- BCC Phase 2 expansion Remodel of Existing Center Street Building
- COA New Center for Liberal Arts
- COA Auto and Diesel Technologies
- Laney Learning Resource Center
- Laney Theater Modernization
- Laney Locker Room remodel/Eagle Village relocation
- Laney Union Bank construction in Student Center
- Merritt Child Development Center
- Merritt Horticulture Building Replacement
- DGS Blue phone replacement at COA, Laney, and Merritt
- DGS Security camera project - Districtwide

IT is collaborating with the AECOM project managers to ensure that the technology standards are followed, and the specifications of the RFP are met for a successful implementation of the SMART classroom.



Questions?



Thank You!

Reach out to us at info@Peralta.edu



@PeraltaColleges



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