

Peralta Community College District

PBIM - District Technology Committee (DTC)

Friday, September 11, 2015 – 9:00am – 12:00pm

DTC Meeting Minutes

Date of Meeting:

Present: Vina Cera, Mary Louise Zernicke, Mike Orkin, Antonio Barreiro, Sampathraj Balamurali, Rosemary Delia, Sharon Millman, Evelyn Lord, James Blake

Chair/Co-Chair: Calvin Madlock, Antoine Mehoulley, Fabian Banga

Guests: Ranell Holmes-Joseph Bielanski

Facilitator/Recorder: Sean Brooke

Absent: Rocha Olivia, Ed Loretto, Rhee Eun

Agenda Item	Committee Goal	Strategic Planning Goal and/or Institutional Objective	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved or Unresolved}
Meeting Called to Order			Time: 9:10am		The vacant positions that need to be fill out are: 1- Two students Rep 2- Recorder 3- Berkeley Faculty Rep
I. Agenda Review and Approval (Facilitator)			Agenda was approved as presented without any revisions, motioned by Rosemary Delia Second by Sharon Millman.		

II. Review and approval of Minutes for May 1, 2015 (Facilitator)			Minutes from May 1, 2015 were corrected and we have to bring them back to the next DTC Meeting for approval.		
III. Action Item: Elect DTC Committee Co-Chairs (Facilitator)			<p>Antoine Mehouelley and Fabian Banga are elected as Co-Chairs for the DTC Meeting for FY2015/2016 and they agreed to serve for another year.</p> <p>Fabian Banga agreed to serve as DTC Co-Chair For FY15/16, however he requested from the DTC members to look for a replacement for next year.</p>	DTC Members need to look for someone to appoint as Co-Chair for the following year.	
IV. Discussion: Develop DTC Goals for 2015-16 (Committee)			<p>The DTC group came up with the new list of Goals for 2015/2016 which is listed below:</p> <ol style="list-style-type: none"> 1. Monitor and Report the development and implementation of the Colleges and the District Strategic IT Plan, specifically Web-Based Email and Room Scheduling Software projects. 2. Identify a District Technology training group that will leverage District experts to create a District wide series of training in People Soft functionalities. 3. Develop master map of IT infrastructure and related systems and develop process for keeping it current. 4. Providing Mechanism to capture for accessing Technology related issues for students. 5. Advocate for financial resources to address Technology TCO including infrastructure and education Technology. 		

			<p>AVC Madlock told the members that once finalized we need to bring back to the next DTC Meeting on October 9, 2015 for review and for the members to vote on since we have no Quorum today.</p> <p>He also mentioned that on the next DTC meeting, the group has to determine if the DTC Goals for FY2015/2016 are aligned with Strategic Goals and Institutional Objectives 2015-2016.</p>		
<p>V. Update: IT Projects (AVC IT Madlock)</p>			<p><u>Voice Over IP:</u></p> <p>AVC Madlock mentioned that VOIP is placed on hold right now because the vendor named “Data Link” is stating that we did not collect the right Data that they required us to collect to move forward with the implementation.</p> <p>The Company did not want to move forward with the Data that Merritt College has collected, the Chair explained that the implementer gave us a list of Data that we need to provide and what we provided is not sufficient for them to move forward with the project.</p> <p>AVC Madlock would like to have some type of validation before we move forward on the project.</p> <p>AVC Madlock shared with the group that IT folks are interviewing for the VOIP position next week and meantime he will bring in an interim specialized on VOIP</p>		

for Peralta who can help us validate all these requirements until the VOIP position is filled.

In addition AVC Madlock will send out the notification or communication like he always does to let everyone know about the update or status.

Last not least AVC Madlock mentioned that he brought this matter to the Chancellor's attention and he is aware of what is happening with VOIP project.

Emergency Notification System:

AVC Madlock explained that this is a project that requires us to have a certain way to notify a student/Staff/Faculty in the event of an emergency such as an active shooter and fire ...

Chair Madlock said that the team did figure out the technical part; however the real piece is how do we integrate the risk management in this project?

AVC Madlock will come back on this with more information once available.

District-Wide Wireless:

According to AVC Madlock this project is still pending since we don't know where the funding will come from.

He informed the group that BCC has completed the Wireless solution project called ARUBA, Laney College has almost completed the Wireless Solution and the Barbara Lee building is fully completed.

We also need do the same thing with the District offices, Merritt College, and College of Alameda, AVC Madlock has the proposal on his desk and he is waiting for funding.

We want to follow the same model on funding as we did with BCC. The funding was split between District and BCC 50/50.

AVC Madlock mentioned that it is for the College President to notify IT where the 50% coming from to move forward on this project.

Classroom Scheduling System:

The RFP process is finally completed and we are in the processing of planning phase.

AVC Madlock said that the document is in the Legal Counsel office for review and approval; he will try to get it to the Board Meeting on October 6, 2015.

Early Alert System:

Working with Admissions and Records on this project and the technical part is done and AR has reported that the system is operational.

AVC Madlock proudly shared that the custom was done in house with no extra charges and he congratulates everyone who contributed in the project.

According to AVC Madlock Early Alert should be called “Early Warning System” for student just not to mix up with Emergency Notification System.

AVC Adela has the list of the rules and the program of the Early Alert System.

Student Mobile App:

This project was presented previously at the DTC meeting and we had developed a Mobile App with people soft and it is functional.

According to AVC Madlock the only challenge they had is how to build the survey that the student has to complete once a semester before enrollment.

AVC Madlock mentioned that the issue is fixed so it is required to login into the initial system before they are able to use the mobile App to add the class.

At the end AVC Madlock has assured everyone that we can move forward with this project and he might run this on phases and test it on the group of students and see how it works.

Time, Labor & Absence Management.

Dr. Michael Orkin will follow up with AVC Adela in terms of the protocol and the business process for Early Alert system.

HR needs to communicate the sick leave accrual and

AVC Madlock mentioned that this s is a module in PeopleSoft which needs to be implemented to keep truck of the time and the absences electronically.

The chair explained to the members that after meeting with HR people they find out that they really don't need the entire module. It is why we have it customized now with the aspect of minimum wage paid for employees and paid sick leave for part time faculty.

Ranell mentioned that it is testing now.

Class Schedule printing.

The office of public information is printing the class schedule using the page maker which is no longer relevant and now we are using a new technology called InDesign.

The technology behind it is that there is a program extracting the data from PeopleSoft and put it in page maker preformat , now we have to change the program put it in the universal language called **exemail** had be pushed to the new format called InDesign.

According to AVC Madlock a new consultant is hired to come in on board probably next week to complete This project for Peralta.

Web Based Email.

AVC Madlock mentioned that he will follow up with VC Trudy Largent to make sure that this is communicated

			<p>We went out to bid and everyone dropped out and the only one that won the bid is not responsive.</p> <p>Now we are back to bid again and we will bring this back to the DTC meeting to have a further discussion on this project.</p> <p><u>AP/Invoices Processing (ECM).</u></p> <p>AVC Madlock stated that this is a part of Electronic Content Management Project.</p> <p>AVC Madlock brought to the members' attention that the chancellor is very concerned about this project because the whole point is to pay the vendor on time and for that we need to have a system in place to help us streamline and have some type of work flow.</p> <p><u>IT Strategic Plan.</u></p> <p>The chair Calvin Madlock shared that the DTC group needs to develop the District Wide Strategic Plan, therefore we need inputs from all the campuses and he wants to be invited to the Technology Committee at the campuses.</p>		
<p>VI. PCCD Definition of Technology (AVC IT Madlock)</p>			<p>AVC Madlock read the handed out to the members about the "PCCD Definition of Technology"</p> <p>AVC Madlock told the group that IT department should be involved in every</p>		

			<p>project handled by every department in terms of technology.</p> <p>The Co-Cahir Antoine reinforced what AVC Madlock mentioned previously about the definition of technology and how it is important for everyone to understand and follow at the campus level and at the District as whole.</p>		
VII. College Reports			This item was not covered.		
VIII. Recommendations(s) from DTC to PBC (if applicable)			This item was not covered.		
IX. Meeting Adjourns:			11:45AM		
Next Meeting October 9, 2015 9:00am – 12:00pm					

Minutes taken by: Hayat Guessoum

Attachments: All documents and/or handouts for this meeting can be found at:

- 1- DTC Minutes- May 1, 2015
- 2- DTC Agenda- September 11, 2015
- 3- SMART Goals Worksheet
- 4- Strategic Goals & Institutional Objectives 2015-2016
- 5- PCCD Definition of Technology
- 6- Project in Progress August 08/24/2015
- 7- DTC Goals for FY 2014/2015