



**PCCD Planning and Budgeting
Integrated Model (PBIM) Committee Meeting
District Technology Committee (DTC) Minutes
December 1, 2017, 11:30 a.m. – 1:30 p.m.
District Board Room**

Membership - District Technology Committee (DTC)

Name	Role	Name	Role
Jason Cole	Chair, VC of IT	Kelly Pernell	Co-Chair, Faculty IT Representative
Bryant Monrudar	Student Representative	Tim Hackett	Faculty IT Representative
Roberto Gonzalez	Classified Representative	Antoine Mehoulley	Director of Technology Services
Vu Phan	College IT Committee Representative, Laney College	Mark Swiencicki	PFT Representative
Alexander Hernandez	Classified Representative, SEIU 1021	Vincent Koo	College IT Committee Representative, Berkeley City College
Inger Stark	Distance Education Committee Representative	Keiko James	Note-taker (District) NON VOTING MEMBER

Present:

Chair: Jason Cole, Vice Chancellor of IT
 Inger Stark, Distance Education Committee Representative
 Antoine Mehoulley, Director of Network Services
 Kelly Pernell, Faculty IT Representative
 Vincent Koo, College IT Committee Representative, Berkeley City College
 Roberto Gonzalez, Classified Senate Representative
 Vu Phan, College IT Committee Representative, Laney College
 Mark Swiencicki, PFT Representative
 Alex Hernandez, Classified Representative, SEIU 1021

Guests:

Dominique Benavides, IR
 VC Christine Williams, Finance
 Chioma Ndubuisi, Project Manager, IT



Absent:

Bryant Munrudo, Student Government representative
 Timothy Hackett, Faculty IT Representative

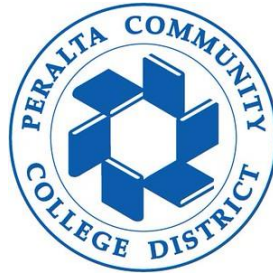
Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
I. Standing Items			
-Call to Order	N/A	N/A	11:35am
-Adoption of the Agenda			Agenda adopted as presented. <i>Motion: Parnell, Hackett Unanimous.</i>
-Approval of Minutes (November 3, 2017)			Note that Tony Hampton was present in place of Tim Hackett <i>Motion: Stark, Parnell Unanimous.</i>
-Public Comment			N/A
-Sub Committee Reports			<p>Distance Education Revising a final draft of a district wide Distance Education plan for distribution in January or February 2018. The focus, to provide support to unique college initiatives. Distance Education's program was under review by the Department of Education and the review went well.</p> <p>College Reports College of Alameda – nothing to report</p> <p>Berkeley City College – Campus Technology Committee meetings are sparse. Meetings currently not being publicized. In the process of figuring out how to get more committee members as the meeting. Campus is undergoing a “prioritization” project which entails ordering supplies and generalizing this ordering process.</p> <p>Merritt College – Inquired about an emergency response team as currently, there is not one in place The state does</p>



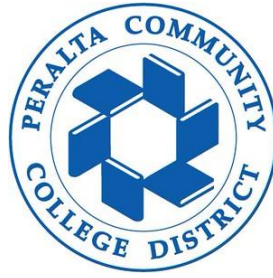
			<p>offer training/audit on emergency response preparedness and vulnerability test are done yearly. Is this something PCCD wishes to have in place?</p> <p>Merritt recommended for campus to look at a succession plan for Distance Education, given the retirement of Alexis.</p> <p>Laney College –Phase one of smart classroom project is complete. 65 rooms in total.</p> <p>District IT – A. Hernandez shared District – IT- help desk open/close tickets which is disseminated monthly. The months of September, October, and November show a reduction in open tickets which is typically high because it is the beginning of the semester. A. Mehoulley confirmed that the IT department plans to move to a District wide, centralized IT help desk.</p> <p><i>Motion: n/a</i></p>
-Co-Chair Report			N/A
-Chancellor’s Report			N/A
II. Carried-Over and New Items			
A. Approve PowerBI as the BI Standard for the District Goal 1.			<p>Power BI- because licenses with Oracle have be reduced to 50 users, only Administrators/VC’s can access certain information. Power BI is a tool that will allow faculty to access information that is currently not available to them. The licenses are only \$25. This is an alternative to TABLO which is not as intuitive as Power BI. Recap ability is free under Office 365. To share the dash board is \$25.</p>



		<p>Motion: Propose that District IT purchase and implement Power BI as the primary data resource tool districtwide.</p> <p><i><u>Motion: Stark, Swiencicki Unanimous.</u></i></p>
<p>B. Re-affirmation of District IT Priorities Goal 2</p>		<p>Chioma Ndubuisi – Gave an update on PeopleSoft 9.2 Modernization which is to enhance the student experience. The modernization will simplify, standardize, and automate Peralta’s business processes.</p> <p>Project scope: Finance and Accounting go live in May Campus Solutions go live in June Change Management: continuous.</p> <p>C. Ndubuisi asked the committee for support and to reaffirm the urgency of this project in front of the BoT and ask them to consider and approve the PeopleSoft 9.2 Modernization project before the end of December.</p> <p>Not having this as a priority will affect the quality of the student experience at the Peralta Community College District.</p> <p>There is also a contest, looking for the perfect name for PeopleSoft 9.2 Modernization.</p> <p>DTC Resolution – Whereas arresting our decline in student enrollment cannot be addressed without improvement of our student processes, and</p> <p>Whereas effective and timely financial management depends on modern and effective systems,</p>



		<p>Whereas addressing these strategic needs within the PeopleSoft Modernization project cannot proceed without Board of Trustees approval, and</p> <p>Whereas the PeopleSoft Modernization project was approved by shared governance in Fall, 2016 and reaffirmed in May, 2017</p> <p>And given the time sensitive nature and critical priority of the project:</p> <p>Resolved - The DTC unanimously urges the Board of Trustees, either in regular session or in a special meeting, to approve the PeopleSoft Modernization project by December 22, 2017.</p> <p><i><u>Motion: Swiencicki, Hackett Unanimous.</u></i></p> <p>TTIP (Telecommunications and Technology Infrastructure Program) - Funding for Library staff development, IT, and TCO. Library Chairs are seeking to be part of the bond measure asking for 1 million per year to improve the library management system. Asking the DTC for support for this. Kelley Lynch asked to put Bond on February Agenda discuss the plans of the Bond so that the IT department can align its self with the library management system.</p>
<p>C. Approve District IT service portfolio – Goal 1</p>		<p>Service portfolio is a customer facing document that describes the value of the service that the IT department gives and what we are trying to achieve from an organizational point of view. It is our WIIFM(What’s In It For Me)? How was this developed?</p>



			<p>We have been trying to understand our end user by breaking down, what does each group deliver within the IT department? This has helped the groups develop value proposition statements. We are now seeking feedback and approval as a working document.</p> <p>The time is now 1:30. Motion to extend meeting for five (5) minutes. <i>Motion: Parnell, Mehouelley</i> <i>Unanimous.</i></p> <p>Move to approve the District IT Service Portfolio Service Working Agreement of the IT department and to edit and update the Working Service Agreement as needed.</p> <p><i>Motion: Stark, Swiencicki</i> <i>Unanimous.</i></p>
III. Adjournment			Meeting adjourned at 1:37pm
IV. Next meeting			<i>Friday, February 2, 2018</i> <i>11:30 am to 1:30 pm</i> <i>District Board Room</i>