



**PCCD Planning and Budgeting
Integrated Model (PBIM) Committee Meeting
District Technology Committee (DTC) Minutes
February 2, 2018 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
 Co-Chair: Kelly Pernell, Faculty IT Representative
 Inger Stark, Distance Education Committee Representative
 Antoine Mehoulley, Director of Network Services
 Vincent Koo, College IT Committee Representative, Berkeley City College
 Mark Swiencicki, PFT Representative
 Alex Hernandez, Classified Representative, SEIU 1021
 Timothy Hackett, Faculty IT Representative

Guests:

Joe Bay, Proxy for Roberto Gonzalez

Absent:

Roberto Gonzalez, Classified Senate Representative
 Vu Phan, College IT Committee Representative, Laney College
 Bryant Munrudo, Student Government representative



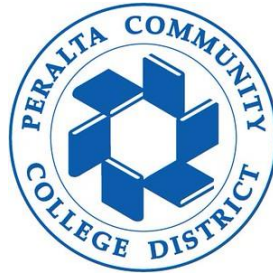
Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
I. Standing Items			
-Call to Order	N/A	N/A	11:36am
-Adoption of the Agenda			Agenda amended to add Item E - District SAO Annual Program for discussion. <i>Motion: Hackett, Koo</i> <i>Unanimous.</i> Agenda adopted as presented. <i>Motion: Mehouelley, Hackett</i> <i>Unanimous.</i>
-Approval of Minutes (November 3, 2017)			Minutes were amended. Sub Committee Reports / College Reports / Merritt recommended for campus to look at a succession place for codes for Distance Education, given the retirement of Alexis was replaced by Merritt recommended for campus to look at a succession plan for Distance Education, given the retirement of Alexis. <i>Motion: Cole, Hackett</i> <i>Unanimous.</i> Move to approve December 1, 2017 Minutes as amended. <i>Motion: Cole, Stark</i> <i>Unanimous.</i>
-Public Comment			N/A
-Sub Committee Reports			Distance Education Canvas is now fully launched. DE and District IT have been working overtime hours to resolve any issue students, faculty, and staff had. Summer DE plan is completed and has been forwarded to academic affairs. College Reports Berkeley City College – Working with ATT to upgraded fiber optics to 10 gigs.



			<p>Tech Committee is prioritizing requests on how to approach looking for finance for this project.</p> <p>Merritt College – Working on a succession plan for Distance Education.</p> <p>College of Alameda – nothing to report Laney College –nothing to report</p> <p><i>Motion: n/a</i></p>
-Co-Chair Report			<p>OnePeralta Project – Chioma Ndubuisi The three arms are scheduled to go live in September 2018, right after census. In the process of identifying all employees to support this. Team leads have been identified.</p> <p>Deloitte team has started activities to upgrade PS Financial and Procurement. February 12, 2018 will begin workshops for HR and Campus pillars. Core team kickoff next week and 18 workshops are scheduled to begin.</p>
-Chancellor’s Report			N/A
II. Carried-Over and New Items			
A. Accessibility Workshop Brief Report (Evergreen College)			<p>This workshop addressed accessibility standards and clarified all standard policy and procedures. Inger to put together a resolution to present to DTC and PGC. Website standards-putting together a resolution and will address at next meeting. Canvas is set up to be accessible. DE is requesting to hire someone to help support canvas and train faculty. Accessibility is right at the fore front of Canvas but it is not enough. DE is building a course review and certification process. It will include all</p>



			accessibility. Have to market it top PFT and DAS to support it.
B. District IT software/firmware considerations for Spectre/Meltdown			This is a patch update through Windows. We are asking everyone students and faculty and staff to update all of their devices. We are ensuring that all PCCD servers are updated as well. @bcc all computers are set to do auto update. They configured computers to do this.
C. Breach response team/protocol recommendation(s)			<p>Discussion: the topic of cyber security breach is a Risk Management area rather an IT/DTC area. We do not formally have an incident response team. IT is responsible for maintaining the infrastructure of the response system. District IT works closely with the Campus response teams and is currently working towards a Disaster and Recovery backup and recovery in case of disaster.</p> <p>The partners (Deloitte) we are working with were asked to look at our systems to make recommendations to check system. It is calendared to test our system. We need to document and formalize the protocol. Who is the tier 1 and tier 2? Also, who announces if the Chancellor is not available? Who will develop the breach notification?</p> <p>Recommendation: Have IT/Risk Management/DTC plan, develop, implement policies/allocate resources to mitigate effects of (a) cyber-incident.</p> <p>Discussion: Is Deloitte making recommendations about disaster recovery. Yes they are making recommendations. And we are working with Microsoft as well.</p>
E. District SAO Annual Program			<p>Time is 1:30 pm Motion to extend meeting by ten (10) minutes.</p> <p><i>Motion: Cole, Parnell, Unanimous.</i></p>



		<p>Topics of Discussion addressed in the District SAO Annual Program are: Resource needs, what it cost to support the infrastructure for the district and all of the colleges. It cost approximately \$200K per year, including training.</p> <p>Standardization for technologies is addressed in the Annual Review and implementation is underway, starting with the Smart class rooms which will be very similar across the colleges and district.</p> <p>Hiring an Instructional Designer</p> <p>Weakness to the PeopleSoft System: We have one person to manage the whole system which constitutes a critical weakness.</p> <p>Security breach prevention, servers in the cloud, Power BI licenses, Organizational development needs, conferences, certifications.</p> <p>Ongoing asks: core infrastructure distribution –can we lease it? Professional development.</p> <p>Motion: To approve the Program Review with the accessibility title addition to go to the next level which is the PGC.</p> <p><i><u>Motion: Hackett, Koo Unanimous.</u></i></p>
III. Adjournment		Meeting adjourned at 1:40pm
IV. Next meeting		<p><i>Friday, March 2, 2018</i> <i>11:30 am to 1:30 pm</i> <i>District Board Room</i></p>