



**PCCD Planning and Budgeting
Integrated Model (PBIM) Committee Meeting
District Technology Committee (DTC) Minutes
March 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 Mehouelley	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 Mehouelley, Director of Network Services
 Vincent Koo, College IT Committee Representative, Berkeley City College
 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
 Mark Swiencicki, PFT Representative
 Alex Hernandez, Classified Representative, SEIU 1021



Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
I. Standing Items			
-Call to Order	N/A	N/A	11:40am
-Adoption of the Agenda			Agenda amended to add Item C – App Panel <i>Motion: Hackett, Stark Unanimous.</i> Agenda adopted as presented. <i>Motion: Koo, Hackett Unanimous.</i>
-Approval of Minutes			Minutes not included in packet. To be approved at April 13, 2018 meeting.
-Public Comment			N/A
-Sub Committee Reports			<p>Guided Pathways – Kelly Pernell It is important that OnePeralta should align with guided pathways. A large part of the program is data gathering, like who has graduated or how many students need to take Math 13 this semester. We should be able to search easily for those particular students. Want to be able to gather data for student success. How can Guided Pathways relay technology improvements to OnePeralta leaders? When you see technology needs are not met we need to effectively communicate this across the colleges. How can we do this? Can the Guided Pathways plan be shared with DTC? The VP’s for Guided Pathways should be in the OnePeralta design meeting so that needs can be communicated and heard.</p> <p>College Reports Berkeley City College - 10 Gig Project- Received routers but still missing pieces to</p>



			<p>mount and get them ready for ATT instillation and activation.</p> <p>Talks are currently being had as to what technology upgrades will be needed for faculty and staff. Technology Committee/Facilities-Key Card access-concerned about the scope of the project. How are logistics going to work in terms of room access and management? On IT side-back end support and Cameras. The batteries are dying and starting to beep. With that in mind, is there a support and maintenance plan to make sure these doors and key fobs are kept track of up. Will key fobs be used? Yes Key fobs will be assigned to faculty and staff.</p> <p>Oho Technology will maintain cameras. Smart Class Room Design in still under discussion.</p> <p>Taking in to consideration how to conform to the District Standards for information technology, from drills to health and safety. The Health and Safety Committee want to plan an exercise but need to meet to figure out how to plan it. This should be a district wide safety committee.</p> <p>Merritt Going forward with dealing with succession plan for DE. Recommendation has been made and things are moving along. Concerns by faculty on how the succession plan will be supported as IT personnel retire. How will the maintenance piece be shaped?</p>
	-Co-Chair Report		N/A
	-Chancellor's Report		N/A
II.	Carried-Over and New Items		



<p>A. Information Security</p>		<p>We need to really pursue the policy and procedures for our technology security as there are some concerns about financial aid records being compromised. We are held to the same standards as banks and brokerage companies are so it's best to do our due diligence to make sure records are not compromised.</p> <p>DTC should think about having a Technology Security Information Security standard.</p> <p>We can use BP 372X and AP 372X as an example.</p> <p>BP372X</p> <p><i>“As an educational institution, the Peralta Community College District and its college(s) collect, process, and manipulate large amounts of data about students, its personnel, and others. The District is committed to ensuring the highest level of privacy and security for these data sets in accordance with state and federal law and industry best practices. To that end, the Chancellor, in consultation with staff, shall establish local security procedures that meet or exceed the standards as established by the current California Community College Information Security Standard. The procedures shall include requirements for classifying all data sets by security level and shall apply the appropriate security protocols. Further, the Peralta Community College District intends for employees charged with managing data sets of any level of confidentiality to adhere to Peralta Community College District information security procedures and complete regular training in said</i></p>
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		<p>procedures.”</p> <p>Motion to approve BP372X Draft and forward to Joseph Lepansky.</p> <p><i>Motion: Hackett, Stark Unanimous.</i></p> <p>Discussion: Agree with language. Jason to give draft to J. Lepansky.</p> <p>DTC should think about having a Technology Security Information Security standard.</p> <p>AP 372X</p> <p><i>“The Peralta Community College District and its college(s) are adopting the California Community Colleges Information Security Standard. The Peralta District’s Information Security program will adhere to the current California Community Colleges Information Security Standard.</i></p> <p><i>The California Community Colleges Information Security Standard and its revisions can be found at http://cccsecuritycenter.org/standard. This standard is maintained and updated periodically by the CCC Information Security Center, with input from the California Community Colleges Information Security Advisory Committee (ISAC) and oversight is provided by the California Community Colleges Systemwide Architecture Committee (SAC).”</i></p>
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		<p>Discussion: Discussion: National inst. Of standard tech. the language in the NERT is fine.</p> <p><i><u>Motion: Hackett, Mehouelley Unanimous.</u></i></p> <p>SIRT—Emergency Response System--We have outsourced our general counsel and would like to use this template. We should think of and org chat as well to go along with the template. Draft language.</p> <p>Want to establish a core SIRT team. A separate Administrative Procedure needs to be drafted to clearly explain the levels of emergency or security breach and what to do and who to contact. We will consider the SIRT the next meeting.</p> <p>Also, in terms of SIRT, what is the role for cell signal? The debate is that this is a security issue. Can there be a report brought to a meeting for further discussion?</p> <p>Security assessment will be done in house as we adopt the security standard. There are two areas that need to be addressed and need to be in place before the audit is completed. We want to fix these issues first and then bring in audit team to point out the next level of issues that need to be addressed.</p>
B. Review DE plan		<p>Most people agree on what is in it and disagree with what is not in it. We are waiting for college senate meetings to look at plan and hear from its constituents before taking to the formal District AS. Most of critics are for more clarity of the plan. Also, succession planning is under</p>



			<p>consideration. How do we insure that the DE Plan is addressing: Closing achievement gap Student support Quality of user experience</p> <p>We want to Support this from the IT point of view to execute the plan. Move to endorse or support the DE Plan and IT's role in its executing. <i>Motion: Koo,Hackett</i> <i>Unanimous.</i></p>
C. Apps panel			<p>Questions around the Apps Panel in Canvas. How do you use it? Are there training videos avail? Some professional development would be nice on how to use it and understand what the tiles are.</p> <p>There is a professional develop section on the Portal Apps Panel. It is not in easy to find. Will look into how to make the link more visible.</p>
III. Adjournment			Meeting adjourned at 1:02pm
IV. Next meeting			<i>Friday, April 13, 2018</i> <i>11:30 am to 1:30 pm</i> <i>District Board Room</i>