PCCD Planning and Budgeting
Integrated Model (PBIM) Committee Meeting
District Technology Committee (DTC) Minutes
May 4, 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
Rupinder Bhatia	Director of College IT Services		Mark Swiencicki	PFT Representative
Roxana Post	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
Alex Hernandez, Classified Representative, SEIU 1021
Rupinder Bhatia, Director of College IT Services
Antoine Mehouelley, Director of Network Services
Vincent Koo, College IT Committee Representative, Berkeley City College
Timothy Hackett, Faculty IT Representative

Guests:
Joe Bay, In Proxy for Roberto Gonzalez, Classified Senate Representative

Absent:
Co-Chair: Kelly Pernell, Faculty IT Representative
Roberto Gonzalez, Classified Senate Representative
Inger Stark, Distance Education Committee Representative
Mark Swiencicki, PFT Representative
Bryant Munrudo, Student Government representative

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
I. Standing Items			
-Call to Order	N/A	N/A	11:40 am
-Adoption of the Agenda			Agenda amended add to Item A, Review of DTC goals and achievements and **Plan for Next Year.** To hold over Item B) TCO Development to next year. Add Item E) Incident Response *Motion: Hackett, Hernandez Unanimous.*
-Approval of Minutes			Chair Cole suggested to approve the minutes from April 13 with changes on page 3, Sub Committee Report - College Reports **From:** **-International students moved to BCC from the District Office. Need to go through District IT to extract employees from District IT system and input into BCC system.** **-Ethernet connections are up to date.** **-Working out process of annual program reviews.** To: **-**The Office of International Education moved to BCC from the District Office. Need to go through District IT to extract computers from District IT system and input into BCC system. -Working out process of annual program reviews. **From:** **-Collect Technology meeting Thursday 4/19.** To: -Next Technology meeting Thursday 4/19. Page 4, Section 2, Part B. Last sentence: **From: The risk of conducting such drill is that faculty and staff can fill tricked.** To: The risk of conducting such drill is that faculty and staff can feel tricked. *Motion: Hackett, Mehouelley*

			Unanimous.
-Public Comment			N/A
-Sub Committee Reports			**College Reports** **Berkeley City College** -BCC approved for refreshing its labs. 50 percent of faculty will be affected. -Windows 10 upgrade under way. **COA** N/A **Merritt** -Had a meeting with Mark Eagan regarding Alexis Alexander's transition and need to fill her position-IT secession. -May need some back up because the head IT person is having some health issues. -Merritt is still working through internet glitches and have not discussed upgrading to Windows 10. -Looking for a DE Coordinator. Requesting the assistance of Inger Stark or VC Jason Cole about suggestions for the staffing of DE Coordinator. -Syed Hussain Dean of Liberal Arts & Social Science has been tasked with overseeing Merritt College Distance Education. **Laney** - The installation of the network piece for the Smart classrooms project is done. Secure All, Inc. is almost completed with installing electronic doors. -Will be completing a technology report for Laney regarding tech updates, which will be in line with the district tech plan. -SARS Track. Can we get a more modern tool for tracking and checking in students? Is there a district wide interest? Answer: There is an interest in this area and Canvas does have this capability and is a platform that is being considered for use. -Undergoing Windows 10

			District -There will be no access to PROMT on May 5th as the PeopleSoft Bundle will be upgrading. -Laney College is now an extension of the District Help Desk through SolarWinds. -Helpdesk support tickets Open was 937 and closed 986 for the month of April. **Distance Education** N/A
-Chair/Co-Chair Report			**VC Cole** Go live date for the Finance arm of PeopleSoft is the 21st of May. In Class training and online training starts next week Monday morning. Firewalls district wide have arrived and will be installed. This has to go before the Board of Trustees on June 12 for approval. Implementation will begin directly after the approval at the board meeting. Multifactor authentication is coming and will be hosted by Azure. Processes are being nailed down then will roll out. Eventually the students will do multifactor but not anytime soon.
-Chancellor's Report			N/A
II. Carried-Over and New Items			
A. Review of DTC goals and achievements			-Setting Standards: Implementation of Starfish Canvas Office 365 One Peralta SSO. Making sure that the first reading of the security policy is on the board agenda. Standard Enforcement needs to be discussed more. This should be the main goal of the committee. Organizational purchasing will reduce confusion because the district will be using one application.

			For smart class rooms can we set up a plan to share the hardware and setup to save cost? In software extension of certain programs each college district wide acquisition of district wide use of software. Is there program that we can consolidate? What happened with the vetting of the software plan? We will have to follow up with that. Can we poll the faculty on top 3 applications to explore the idea of the most commonly used software? **Key Achievements for FY 2017 – 2018** -Launched ONEPeralta project to modernize business processes -Launched single sign on portal to simplify user experience -Migrated key infrastructure to Azure cloud -Upgraded Merritt core infrastructure -Installed 65 smart classrooms at Laney -Upgraded PeopleSoft tools version to supported platform -Migrated to PowerBI for institutional dashboards -Launched Canvas for all faculty and students -Launched Starfish early alert project
B. TCO Development			VC Cole suggested that we carry these over to next year's agenda as there is much to discuss. Motion to move goals forward to the next year. *Motion: Mehouelley, Hackett* *Unanimous.*
C. Teach Your College to Ignore the Cyberbait			The article was about a mock phishing attack at a college. A large number of faculty and staff failed the mock test. PCCD should consider:

			Weaving this into new hire training or professional development should be considered. Maybe consider a tag line of "beware of phishing". Email and follow-up is a great idea about phishing to reduce the number of repeat offenders. Students will be baited as well to get their personal information and some basic training for them is recommended as well.
D. PBIM responses			Comments on responses? The comments on having someone from COA sit on this committee is important. VC Cole to discuss with the Chancellor 1) time of the meeting and 2) the need to have someone from COA sit on the DTC committee.
E. Incident Response			**High level Incident Response Procedure Matrix Rough Draft** The matrix is the beginning of the outline. Looked at various impacts of incident responses and realized, as in any response, there needs to be balance. Prioritizing the responses with the Student in mind in most important. **Flow of response:** When an incident came in it would be up to the team to prioritize the crisis response level. Delineation between colleges and district will be taken into consideration. Microsoft and Azure have their own teams to help with security breaches in IT for PCCD. There is also a breach insurance policy in place.
III. Adjournment			Meeting adjourned at 1:21pm
IV. Next meeting			*Friday, October 5, 2018* *11:30 am to 1:30 pm* *District Board Room*