

DTC February 1, 2019

Members present:

VC Minh Lam, Alex Hernandez, Rupinder Bhatia, Kelly Pernell, Tim Hackett, Antoine Mehouelley

Guest: Victoria Menzes

Adoption of Agenda:

Tim

Add to agenda – talk to Turn it In! 3 of the 4 campuses have it. Can the District pay for common Academic resources – site license for the District that all colleges can share. Can we streamline the process of choosing common applications?

With Distance Education expanding up, and the fact that Turn it In! can be integrated with Canvas, it'd be a good thing to consider.

Update of the Info Security plan and Emergency Response team – update on that, please.

Hardware upgrades update, as well, please.

Meeting Minutes:

Postponing minutes until next meeting – no quorum.

Public Comments:

Victoria Menzes: Can we get an update on the matrix of responsibilities – who is responsible. Campus responsibilities vs. college responsibilities.

SubCommittees:

No Sub committee report.

Co-Chair Report –

Faculty Co-Chair report – appreciate VC Lam's presentations at the various shared governance committees to inform them up the status of ONEPeralta. Calls for a roadshow to all four campuses – asking for a wider audience/townhall – invite college council, Technology Committees, and the business units affected by the upgrade.

Victoria M. suggestion – hold separate meeting slots for faculty vs. business units.

Intent of roadshow is to give a general overview of the update, address overall concerns of the institution. Daily users, students, faculty, etc.

The detailed reporting/work will come out of the advisory group.

Whole FAS blast to visit each campus – list out all campus dates to increase participation.

Part of announcement – key positions/areas of interest that will be addressed. Identify functional areas/positions.

Blurb about timeline –overall impact and schedule.

College Reports:

Laney:

Deep into large project to update 70 classrooms with smart AV equipment. We are currently done with 50. We are down to the more complex areas, the theater, the forum, the field house; we are working on the design for those.

Emergency blue phones – many have been replaced and are now working. Video enabled.

Tech Plan Committee is working on the Tech Plan for Laney College specifically.

Merritt Report:

- Trying to update Tech Plan. Anything the District would need for the in-house work, or the ACCJC team for its Tech Plan.

Lam—Wants to take Tech Plans from college to incorporate into District Plan.

Antoine – This committee is the approving body of the college plans. Each college should prioritize their requests, estimate costs involved if possible.

Lam – under very small timeline – strategy now is to look at what each of the campuses have, and prioritize what are the biggest needs. Strategy have now is a collection of many things – things change, so strategy may change as well.

Don't merge the tech and facility plans.

Lam – not everything in technology deals with facilities. However, some technology does impact facilities. There should be distinct components,

Antoine – make sure we post our documents and everything we do falls in line with ACCJC.

Kelly: Important to post minutes, agendas, and validated plans on our websites. Antoine for now will post the meeting minutes and agendas

Tony Hampton – Network support person, put in his retirement paper. We need to fill his position. Put in a request to post the position on January 31st.

District Technology Plan will reflect the staffing needs at the colleges.

Antoine: state formula to identify the specific technology needs, but no one is following it.

Tim: Centralize common academic resources is beneficial for all from a cost perspective. Standardizes experiences for all students.

Lam: Challenges – implement, and contract on the use, the following year, there's no discussion on where things go – to the college or to the District?

Tim: Statewide library services – 110 colleges will all be using the same vendor. Our students will be using the same platform as they will use at CSU.

BCC – no report (IT rep not present)

COA – no report (IT rep not present)

One Peralta Update:

Granular update on what's happening.

Still forming advisory group.

Current groups working now – their issues being prioritized now. Focus on fixing the holes to prepare for when we move to new version.

There are modules we need to implement to improve efficiencies. Are the configurations the same as in the new system?

Deployment of new feature set – scaled down, not to the masses, but to a small group, test in small groups, then roll out after holes fixed.

Student services needs – transfer credits, already created configurations that AnR is testing. Things happening now will be reused in the future.

Discussion of need for mobility – presented to BoT, to wait for that technology to be in place until the new upgrade could take a year and half – may cause a major hit to FTES. Doing that functionality now may be more beneficial for us now than waiting. There are budgetary discussions on that side to implement that sooner rather than later.

Challenges related to timesheets and absence management – e valuation current configuration vs future. Implementation is to pilot it under a small scale again – hand off for testing to see how it would impact faculty, staff, students.

Doing mini implementations in the interim while we move forward with ONEPeralta.

Lam: Our timeline is dependent on our capacity to implement the pilots and testing, but the build is not resource intensive.

No longer an implementation view – but, can we sustain what we have implemented?

Why are vendors not being paid on time? Lam: could be a system problem or a business process problem? It's hard to tell at times. Listed a faculty onboarding problem that ended up being a business process problem – ePaf wasn't created until 5 months after onboarding initiation – that was a business process problem.

Another example, requisition attachments were disappearing – that was an IT problem.

Mario Rivas:

What is the individual plan component – what are the costs, resources to sustain the process, timeline for implementation.

Lam: part of the roadshow intent.

Here are the needs – the wants in ONE Peralta, here are the things we are addressing, here is where the alignment is going to occur.

Timelines move, resources change, costs change. More regular updates, however small are key.

Kelly: would be nice to align smaller upgrades/updates with the ONE Peralta major needs.

IT Services Updates:

Lam: We seem to try to bring in Best Practices from other colleges/businesses and try to implement it. It's difficult for our organization because every organization is different – resources and businesses processes are different.

Take the best practice and make it fit your organization, not the other way around. Goal is to operate more efficiently and effectively.

Ensure guarantee of services from vendors/contractors. Ensure the timelines and cost.

Goal is to take in all concerns and needs, evaluate, then give you a response with timeline. Trying to build an organization – silent IT is an effective IT. It will take time. There are critical items being resolved now to build efficiencies.

What made schedulers take days to do now can be done way more quickly.

Online Program Review once improved will make things more efficient.

Lam: likes the idea of centralizing a process for common applications. The concern is District IT absorbing the overall costs for the colleges. It's important for the District budget to reduce to 15-17% of the overall institutions. Colleges should bear their portion of the costs for a common application.

Other issues are determining allocation of costs – what if one college turns on 2 components, and other colleges implements 7, how do you allocate? We need to try to as much as possible give colleges freedom to move forward with their needs.

Rapindor: 25 Live – college facilities management and classroom scheduler – no body is using it. Colleges have returned to excel spreadsheets to manage facilities.

It's a very good product with an expensive annual license that comes out of the General Funds. We should be reviewed and strongly considered to continue. It will involve retraining and requiring staff to use it vs using their old processes of excel spreadsheet. This is an Enrollment Management and facilities management issue.

A plan needs to be put in place on how this product should be used. We need to identify the challenges as to why it is not being used. Administration is responsible to make its use happen (requiring staff to use it).

Overall, we need to identify our needs, our gaps, then develop solutions on how to meet our needs most efficiently.

Antoine: SSPR everyone should enroll so that you can reset your forgotten password on your own. This would greatly help the HelpDesk in reducing the number of tickets. Every week, the announcement will be sent. Please look for it.

Cyber Security Update: Kevin Simmons has departed Peralta. He was helping with the draft. Still working with Michael and VC Lam. Next steps, send to DAS for review. Looking for more assistance.

We are hiring two more help desk personnel, looking for a staff assistant as well. Want to improve our services.

Meet with Jim and Mark Eden about looking at the program to allow students to work here. What do we have in our district to make their educational experience richer.

Incidence Response Team – needs to be put together. As soon as the Security document approved and signed by Chancellor, the team will be formed.

Next Meeting is March 1, 2019, 11:30 – 1:30pm.