



**PERALTA COMMUNITY COLLEGE DISTRICT**  
**PLANNING BUDGET INTEGRATED MODEL (PBIM)**  
**DISTRICT TECHNOLOGY COMMITTEE (DTC)**  
**Friday, March 1, 2019 -- 11:30 am – 1:30 pm**  
 District Boardroom

**Membership - District Technology Committee (DTC)**

Name	Role	Name	Role
Minh Lam	Chair, VC of IT	Kelly Pernell	Co-Chair, Faculty IT Representative
Balamurali Sampathraj	COA IT 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
Inger Stark	Distance Education Committee Representative	Vincent Koo	Berkeley City College IT Representative
Patricia Rom	Merritt College IT Representative	Syed Hussain	Merritt College Representative

\*\*\*\*\* Note taker Kelly Pernell

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Present: Min Lam, Kelly Pernell, Balamurali Sampathraj, Tim Hackett, Vincent Koo, Jeff Sanceri (new PFT representative, replacing Mark Swiencicki)  
 Quorum = 7 (not met)

**AGENDA ITEMS**

**I. STANDING ITEMS:**

- A. CALL TO ORDER – Chair Minh Lam
- B. ADOPTION OF THE AGENDA (5 minutes)
- C. APPROVAL OF MEETING MINUTES – (5 minutes)  
Quorum was not met. Approval of all meeting minutes postponed to the next meeting.
- D. PUBLIC COMMENTS (2 minutes)  
Robo calls coming into the campuses, spoofing our directory and spamming everyone.
- E. SUB COMMITTEE REPORTS (5 min)  
Finalized Advisory group for COA and district; awaiting other colleges.



F. CO-CHAIR REPORT (2 minutes each)

Roadshow presentation was good. It was helpful for all of the colleges.

Colleges appear to want documentation/evidence of endeavor, list of issues that come up, our response to the issues. The colleges, in particular college committees such as College Council and Technology Committees, want mini updates on ONE Peralta to stay informed. However that happens is okay; an email newsletter to all the FAS list serves is fine.

Bala: Having the Director of Program and Services come out to the colleges would also be helpful. It is difficult to have an open forum, hard to effectively collect all of the open issues; may miss some of the critical issues. We ought to look at a structure for how we communicate to the district.

Advisory Committee/Shared Governance Structure of communication is another way of communicating what is going on.

A clear system of communication is critical for efficiency and progress.

Minh: will start expanding the website in the area of ONE Peralta — post all the issues, accomplishments, timeline; create one central spot for people to check into.

Minh's ask, for campus to create a structure that works for them to solicit information for the district. He'd like to create a different structure that addresses other concerns or needs outside of ONEPeralta.

Financial Aid meeting — FA staff from all colleges - solicited operationally what issues do you have with the system day-to-day. want to identify system vs operational problems.



Running an update once per hour vs once per day help improve student's unit load; example of system issue.

Kelly: perhaps once per year, or once per semester, someone from IT comes out to the colleges and hold meetings with groups directly impacted by the system a forum to address concerns so we may fix inconsistencies or inefficiencies in our processes — also to identify if it's a system issue or an operational problem.

#### G. COLLEGES REPORT (5 minutes)

COA:

Held first Tech meeting this term; combined tech and facilities; good and bad; good: more eyes on the problems; main concerns is focused on new building; tech committee had good input on the new building; digital displays are the current best idea for the campus for security and general campus information;

We are waiting for 10 gig upgrade from service provider; making sure to have electrical ready.

Upgrade to fire wall was implemented. Have a stable connection going back to district, so we are prepared for 10 gig upgrade.

Working with Antoine on current issues — is it a campus issue or a district issue.

Satellite sites — A60 and Aviation — college IT would address computers and peripherals.

When we have an outage or firewall issues, it's out of scope and need District assistance.

Access becomes an issue, who is going to let ATT come in at 8 am when there is an issue, who is the first point of contact?

Minh: need to improve communication stream. All team members should be notified when problems arise.



Bala: no problem with expanding communication. Consider me an extension of the team; let's work together. Have no problem being on a contact list for emergencies.

BCC:

Vincent Koo:

Program Reviews... list of requests presented, but not looked into in depth. Feedback to departments is that they should prioritize their requests first, want to provide a feasibility for their requests. Hoping we can provide feedback on feasibility; want to respond to their requests and to inform what is possible.

We will begin to work on our new building. We are going to rebuild and not renovate it. That process will involve IT in the Building User Group.

The PIO presented progress on BCC Website; a lot more work needs to happen to transition the existing pages.

New items: air condition outage on MDF server room, where main networking equipment is housed. Still problems exists; put 2 blowers outside the room; haven't met the engineer yet.

We as IT staff did not see building engineer, and don't know if problem has been addressed yet. Need to find the progress accomplished.

Minh: I will alert Sadiq.

Vincent: Shirley Slaughter has been in contact with Sadiq.

Minh: question — trying to be more proactive and self sufficient; we are heavily reliant on consulting firm; we don't have necessary tools or knowledge without consulting. Part of our budgeting model is to identify tools and knowledge to sustain our technologies. What would you think helps?



Minh: we are skeleton crew; we have to be strategic in how we deploy things. I want to stop the isolation of technology and training. When will the consultant roll things out? When will they hand off responsibility to us? Want to make sure more people are involved in making the technology choice, not just administrators. That way, more people will use the technology.

Minh: Part of the deployment is training. If you have an issue, we should be helping you.

Bala: It will help teams manage things better.

Minh: We are all together in this one thing. Would love to build something where college coordinators have access to growth. Coordinators have management of the colleges, but should have the opportunity to step up to be district coordinators...

Laney:

Smart classroom upgrade - field house was upgraded. When completed, we will have 135 classrooms upgraded when complete. March 12th is training day for IT staff. Will invite the other IT staff in the district to participate so we all build knowledge base and ownership/responsibility.

Bala: at COA, we have always been conservative on our deployment of smart classrooms; we stage like 30% at first and then consider expanding. if we have declining enrollment, then we slow deployment to conserve costs.

Minh: want to rethink our practice and culture. When we do deploy something, how are we going to sustain it?

We should look at our approach at costs and our capacity to support. Let's create a model to ramp down or shift in costs to upgrade.



**II. CARRIED OVER AND NEW ITEMS**

<b>Topic</b>	<b>Committee Goals(s):</b>	<b>Strategic Plan Goal(s) and Objectives</b>	<b>Information/Action</b>	<b>Supporting Documents</b>	<b>Presenter</b>	<b>Time Allocated</b>
A. One Peralta Updates	Goal 2: In concert with college Technology Planning Committees, create a comprehensive technology plan	Develop and Manage Resources to Advance our Mission	Discussion/Action  Proposed Action: provide ONE Peralta updates on the ONE Peralta Web site.	N/A	Minh Lam	15 minutes
B. IT Services Updates	Goal 2: In concert with college Technology Planning Committees, create a comprehensive technology plan	Develop and Manage Resources to Advance our Mission	Discussion/Action  Postponed to next meeting.	N/A	Minh Lam	15 minutes



C. Incident Response Team (Information Security)	Goal 2: In concert with college Technology Planning Committees, create a comprehensive technology plan	Develop and Manage Resources to Advance our Mission	Discussion/Action Postponed to next meeting.	N/A	Tim Hackett	15 minutes
D. Common Application Uses	Goal 2: In concert with college Technology Planning Committees, create a comprehensive technology plan	Develop and Manage Resources to Advance our Mission	Discussion/Action Postponed to next meeting	N/A	All	15 minutes

**III. ADJOURNMENT**

**IV. NEXT MEETING – March 29, 11:30 am to 1:30 pm**