PERALTA COMMUNITY COLLEGE DISTRICT
PLANNING BUDGET INTEGRATED MODEL (PBIM)
DISTRICT TECHNOLOGY COMMITTEE (DTC)
Friday, March 29, 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		Jeff Sanceri	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

** Kelly Pernell **   Note taker:

Present: Minh Lam, Kelly Pernell, Tim Hackett, Rupinder Bhatia, Antoine Mehouelley, Jeff Sanceri, Vincent Koo, Balamurali Sampathraj

AGENDA ITEMS

I.   **STANDING ITEMS:**

A. CALL TO ORDER – Chair Minh Lam

   Called to order at 11:37am.

B. ADOPTION OF THE AGENDA (5 minutes)

   Motion to approve: Tim Hackett, Rupinder seconds.
   Tim: Are we going to cover Total cost of ownership for all the elements? Minh confirmed we can talk about it.
   Agenda adopted.

C. APPROVAL OF MEETING MINUTES – (5 minutes)

   Motion to approve minutes from March 1, 2019 - Tim moved, Antoine seconded. 6 approved, one abstention due to absence at meeting.

D. PUBLIC COMMENTS (2 minutes)

E. SUB COMMITTEE REPORTS (5 min)

F. CO-CHAIR REPORT (2 minutes each)

i. District Academic Senate -- looking forward to seeing a technology plan included One Peralta. There's a 3-paragraph "snippet" of a plan for the ACCJC response and 5-year plan. Request to forward to the committee this brief overview statement.

ii. Minh Lam's report: Minh's report is within the agenda items for tday.

G. COLLEGES REPORT (5 minutes)

i. COA: Reviewed prioritization list, didn't get too much participation. Primarily driven by program review, smart classroom, and classroom refresh. A bit unhappy to not see any facilities aspects to the technology needs. Departments need to come up with their own wishlists. Smart classrooms and computer refresh, and program. review shared needs. We are going to meet once more before the end of the semester. Will be reviewed by college council. Business manager leaving at the end of this fiscal. Trying to upgrade our F building, the digital technologies, AV stuff, there. Looking to install a camera for streaming events. Don't have a full time AV person, if we have an easy solution there, it will he helpful. We can leverage bigger. broadcast accross the campus. A lot of focus has been. on. the new building. Antoine met with our eam. and the. construction company in charge of the new. building. Intel has been late on deployment by a few months (large backlog). Trying to get some new refresh computers by the fall term. Lenovo and Apple laptops. Our tech meetings are once per month on the last Thursday for 1 hour. Some of the projects will require more time. The PA system that's included in our scope, want the rest of our buildings consistent with the new PA system being built for the new building.

ii. BCC: APU/Program Review related. Reviewed the tech requests from all the program reviews. Modified in the Roundtable. Going to put. in. the District prioritization list. There. is no. significan. discussions on. fulfilling. the requests. Not certain when we are going pursue those requests. If IT sees requests that can be fulfilled immediately, I will try to do it. Our technology infrastructure needs, as reported by President

Rowena Tomaneng is included in our Facilities master plan, and so we can ask for Measure G Bond funding to accomplish it.

iii. Laney: VPI office put together the list of needs from the Program Review. IT did a comprehensive PR this year. Tech meeting met 2 weeks ago, 125 requests total in the list. We prioritized the list based on their rubric. There's a facilities list as well. Next steps is to put together our local lists that can be accomplished. Major power outage since Thursday, March 28th. Impacted two buildings, (transformer blew). Power will remain out campus wide until engineering approves the fix. Electronic key access on the doors, especially our bathrooms that have access to the outside -- there's no communication to lock the doors because of the power outage. Doors will automatically lock at night, but we wanted to lock them during the day during the power outage. Campus is closed, totally dark. The blue ermergency phones are working, all operational. Smart classroom project is progressing -- done with all classes except for specialty classes, like the theatre, bistro, etc. Arranged JAMF training for staff next week. It's a three day training on more efficiently Apple devices.

iv. Merritt: our college council met on wednesday, tech committee met yesterday. we are little delayed on the compiled list of technology needs as a result of losing a Division I dean. Our tech representatives are interested in the One Peralta timeline. Victoria Menzes and Ron Perez are interested in joining the Advisory Committee for ONE Peralta. Our campus planning summit will occur on April 26th (Ed master plan, getting ready for accreditation next year). Merritt invites District Tech to provide a one-sheet summary update. Would be helpful for folks to know how the tech needs responsibilities (District/colleges) and what things will be covered by Measure G. Tech committee made a recommendation for training on internet security,

information technology and security, basically anyting compliance related --

earmarked for classified staff. We in Tech committee put in requests for laptop and

computer refresh, and professional development.

v.

II. CARRIED OVER AND NEW ITEMS

Topic	Committee Goals(s):	Strategic Plan Goal(s) and Objectives	Information/Action	Supporting Documents	Presenter	Time Allocation
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	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	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	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	N/A	All	15 minutes

III. ADJOURNMENT

NEXT MEETING – TBD, 11:30 am to 1:30 pm

A: ONE Peralta Update:

In previous discussion, in terms of operations, dealing with many things in terms of accreditation. Direction is I want to present a prototype. We have a plan to deliver a Passport interface and uses newest version of Peoplesoft 9.2. Hope to deliver same services and then enhancing experience and improve functionality. April 23rd presentation to Board that will include the costs, projected timeline for project, and a discussion on the approach. Currently 4 things need to upgrade: PROMT, HR, Passport, Campus. Solution (Finance already done). The move forward: define scope, what are. the resources needed to implement, including backfill for resources. First, moving forward. with new. Passport system -- new front end. for students. They will be able to access Passport on mobile devices. They will be able to see grades, list of classes, academic holds, they can order transcripts, access academic advising. Plan is for the students to play with and test it. We want to allow the students to choose the name (Passport name may change as a result) The goal is to get student buy-in for the new system. To support the new version of Passport will require 1.5 FTE -- right now current version is maintained by us but doesn't require much upkeep. New version does require maintenance and levels of knowledge. Solution will be hosted by a provider. Current projection to be hosted - 3 years before we take it back. The strategy here is to build knowledge base and skill set in house -- it's a sustainability strategy. It will take 13 weeks to deploy once we get approval on resources and scope.

Time and labor -- filling out timesheets, absence management is another challenge. Start small, with a small group of people, identify the issues, try it out, then expand to another group, repeat. Eventually, all groups within Peralta will be trained.

B. IT Services Updates
Options for laptop/computer refresh:

- Buy the units, and you own them.

- Lease, and return after a certain time frame.

- Can we change to a model: if we have a 4-year refresh of say 1000 units at $1,000, 4 years later, the unit isn't worth very much, maybe 10 dollars. What do you think about buying the initial 1000, after 2 years, recycle an allotment back to utilize new technology. We should consider all options to minimize challenges faced by our staff. We may have opportunity to save money by recycling/selling back units to Lenovo (our vendor) earlier than at the end of the 4-year refresh time. District IT invites feedback on how to help improve the refresh program to maximize access to new technology and to potentially save costs.

D. Common Application Uses:

If we start using the same applications, things are easier and more efficient. Would like to support the colleges in their systems. There are some overlaps.

Sometimes campuses have their own budgets and purchase applications and equipment on their own outside of consultation with District IT.

How can District IT facilitate the collaboration and determination of common applications?

A proposal by Minh: convene a TPWG - Technology Procurement Working Group -- to investigate the best collection of common applications and technologies that will best serve the district and all four colleges and provide a cost savings.

$65,000 per year to have 25-Live. No one is using it. We are now getting rid of it. It's in Legal's hands to determine how and when to get out of to reduce penalties and identify liability. Issue was not a technology issue, it was a personal issue not to use the application. Moving forward, it's necessary to provide staff the time to train

those required to make a change in how they do their work. In this case, schedulers returned to their old system of spreadsheets and paper-based scheduling of classrooms.

Motion to extend meeting by 10 minutes to address item C Incident Response Team (Information Security) (Kelly moved, Tim seconded).

C. Incident Response Team (Information Security)

Tim: We are trying to implement an incident response team.

We have the AP established. It's been sent to DAS to make any recommendation to move forward to the Board.

Joseph Bielanski has the AP draft. IT will present to DAS with Joseph. Once you get DAS endorsement, it move to PGC, and then once endorsed there, it goes to the Chancellor for signing. Once signed it goes into effect. Then, the team will be formed. The cabinet will determine the membership.

Recommendation: DTC will send draft AP to District Senate and make a request to be placed on the next agenda for presentation. It is important to establish this team very soon.