



**Peralta Community College District
District Technology Committee Minutes**

**October 2, 2020
11:30 am – 1:30 pm
Via Microsoft Team**

***Matthew Goldstein, Chair President of Senate COA
Antoine Mehouelley, Chair Director of Network Services***

COUNCIL MEMBERSHIP

Balamurali Sampathraj <i>College of Alameda IT Rep (COA)</i>	Rupinder Bhatia <i>Director of College IT Services (Laney)</i>
Nathan Pellegrin <i>Director of Research and Planning (Merritt)</i>	Mark Swiencicki <i>PFT Rep</i>
TBD <i>Distance Ed Rep (District)</i>	Vincent Koo <i>Berkeley City College IT Rep (BCC)</i>
Patricia Rom <i>IT Rep (Merritt)</i>	Natalia Fedorova <i>PCS Rep</i>
Silvia Cortez <i>Classified SEIU 1021 Rep (District)</i>	Violeta de Leon <i>Note-taker NON-VOTING MEMBER (District)</i>

Total Number of Members: 10

Amount Needed for Quorum: 6

In attendance:

1. Matthew Goldstein
 2. Antoine Mehouelley
 3. Rupinder Bhatia
 4. Silvia Cortez
 5. Natalia Fedorova
 6. Nathan Pellegrin
 7. Vincent Koo
 8. Balamurali Sampathraj
 9. Patricia Rom
 10. Mark Swiencicki
- Violeta de Leon – Note-taker **NON-VOTING MEMBER** (District)

Absent:

N/A

Guest:

1. Richard Thoele
2. David Rowe
3. Ronald Nelson

4. Roberto Gonzalez
5. Teri Antonio
6. Glenn Van Straatum

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
I. Standing Items					
A. Call to Order			<i>11:30 p.m.</i>	A quorum was recognized	
B. Adoption of the Agenda			Two items were added to the agenda: 1. Approve Matthew Goldstein, as a Faculty IT Rep Co-chair 2. Discussion to change the DTC meeting time.	Motion 1 st by Cortez, 2 nd . By Pellegrin Motion passed unanimously	Approved agenda will be posted on the PBIM website
C. Approval of Minutes			The draft minutes for May 1, 2020 were reviewed.		Bhatia and Rom will forward their May report to be included in May minutes to approve it.
D. Public Comment			Ronald Nelson and Roberto Gonzalez want to make sure that the Program & Services for Students with Disabilities (DSPS) is a priority list in IT items. Mehouelley confirms that IT is working closely with the vendor that the DSPS is a high priority for them. Mehouelley discusses email from Andrea Lee regarding student enrollment. The email from Lee and		

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I. Standing Items					
			Mehouelley' s response can be found in the DTC Microsoft Team file.		
E. Committee/Council Reports (2 minutes each)			<p>Berkeley City College Vincent reports:</p> <ul style="list-style-type: none"> • BCC received Chromebooks from District and distributed to students. Distribution is ongoing. • BCC acquired Wi-Fi hotspots recently and began to distribute to students. • Antoine Mehouelley of District IT replied to BCC VP Kuni Hay regarding ISER response about BCC network infrastructure upgrade status. Potential upgrade is projected to start in 2021. • BCC Tech Committee discussed about 5-year technology refresh plan and schedules to be included as our ISER response evidence. • BCC Tech Committee discussed about efforts to continue approved requests from last year such as AV system upgrades and computer equipment refresh. • BCC Tech Committee discussed about concerns regarding 		

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I. Standing Items					
			<p>increased software costs such as LTIs to continue to support distance learning in addition to regular annual software expenditures.</p> <ul style="list-style-type: none"> • BCC continues to loan out laptops and monitors to faculty and staff. • BCC IT is applying software product keys to Windows and Office on laptops instead of network activation with our key management server due to extended campus closure. We are assisting staff/ faculty to apply software keys to laptops remotely via Zoom as users report expiration of software activation. 		
			<p>College of Alameda Sampathraj reports: Our technology committee has not yet met.</p> <p>Changes in COA leadership, Dr. Karas left to take another position. Dr. Miller, our VPI will step in in as interim president.</p> <p>Rolling out laptops, chrome books and other all in one desktops with additional monitors.</p>		

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I. Standing Items					
			<p>Staff and faculty put in technology requests to administrators. Once approved, we roll out the hardware.</p> <p>We are continuing with the implementation for NCLA, getting computers in, getting the infrastructure worked out so that we can be ready to move in when we get back on campus.</p> <p>Working together with district IT to put together the RFP for the actual audio/video design for NCLA building. As it stands right now, the NCLA building does not have AV technology. There were some disagreements with the contractors. The pricing and negotiations failed, so we are having to go out for bid all together.</p>		

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I. Standing Items					
			<p>Laney College Laney College continues to distribute Chromebooks weekly. We have also procured some hotspots for students and the student services department is responsible for verifying student's eligibility for these devices. For the IT master planning, CBT will host a Laney Town hall on Oct 15. We are also working with Faculty to determine their technology hardware needs and are ordering some equipment out of the CARES funds. Faculty have asked for webcams, adapters etc. One of the goals of the Laney Tech planning committee is to provide determine the training needs of faculty and staff. The committee will work on sending out a survey to the employees. The Distance Education committee is also planning to send a survey to faculty to assess online learning/teaching needs. The Laney construction projects – for the LRC and Theater planning are in progress. The IT/AV parts are being discussed with the consultants.</p>		
			<p>Merritt College Pending college report:</p>		
			<p>Distance Education</p>		

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I. Standing Items					
			No report.		
I. Carried-Over and New Items					
Elect Faculty Co-Chair			Approve Matthew Goldstein as a Faculty Co-Chair	Motion 1 st by Pellegrin, 2 nd by Cortez Motion passed unanimously	
Confirm Membership			<p>Bhatia confirms the members: Matthew Goldstein as a Co-chair Antoine Mehouelley as a Co-chair Balamurali Sampathraj - IT Rep COA Patricia Rom – IT Rep Merritt Silvia Cortez – SEIU 1021 Rep District Nathan Pellegrin – Merritt Vincent Koo – IT Rep BCC Mark Swiencicki – PFT Rep Natalia Fedorova – PCS Rep Rupinder Bhatia – Director IT Rep Laney TBD – Distance Ed Rep District</p> <p>Bhatia recommends we add VC of Finance or designee to the current Membership.</p>		<p>Goldstein will invite the Distance Education Coordinator to participate in the meeting.</p> <p>Mehouelley will invite the Interim VC of Finance, Adil Ahmed, to participate in the meeting.</p>
Finalize Committee Goals			<p>After discussion the following goals were adopted for 2020 – 2021.</p> <p>Goal 1: Establish a process or a subcommittee for the DTC to receive</p>	<p>Motion 1st.by Pellegrin, 2nd. By Cortez Motion passed unanimously</p>	

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I. Standing Items			<p>Technology requests, to vet those requests with a student-centered and equity mindful approach, and then make technology recommendations for the PCCD community.</p> <p>Goal 2: Ensure the PeopleSoft Upgrade Project and the District-wide Technology Master Plan are completed and updates are broadly communicated.</p> <p>Goal 3: Aligned with the four pillars of Guided Pathways, map the student journey to identify technology issues that may impede their progress or success.</p>		
Evaluation Survey			Bhatia encourages the committee to fill out the survey by the next DTC meeting where she will share the results.		
PeopleSoft Updates	In concert with college Technology Planning Committees, create a comprehensive technology plan	Strengthen Accountability, Innovation, and Collaboration	<p>Mehouelley reports:</p> <ul style="list-style-type: none"> • The project started on June 16, 2020 Phase I (technical upgrade) was presented to the board on September 29. • We are upgrading 3 platforms (students, HR and finances) and moving them from Azure to Oracle Cloud Infrastructure (OCI) with an updated software. 		

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I. Standing Items					
			<ul style="list-style-type: none"> • Phase II will be business automation. We are expecting to have the mobile app for the students and staff so they can enroll with their phones. The full presentation can be seen in Board Docs. • This project is tied to Institutional Effectiveness and is not just an IT project. Oracle is in charge of the project. The role of Peralta is to provide information to Oracle, contract and testing. After testing and before validating, HR, Campus Life and Finance will sign off before the project goes live. Legal counsel is managing this contract. 		
IT Services Update			Mehouelley reports: <ul style="list-style-type: none"> • Waiting for Master Plan approval • Working with AIM DSPS, and Campus Logic 		
Discuss to change the meeting time			Bhatia: <ul style="list-style-type: none"> • Committee motions to change meeting time on Friday's from 10:30 a.m. to 12:00 p.m. 	Motion 1 st .by Swiencicki and 2 nd by Fedorova. Motion passed unanimously	Mehouelley will check with Brandon Christian, Executive Assistant for the Chancellor's Office, if it is possible to change the time.
II. Adjournment			1:33 PM		

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I. Standing Items					
III. Next meeting			November 13, 2020		