

**District Technology Committee (DTC)  
Minutes Friday, March 3, 2023**

**Members present**

Chair: Antoine Mehouelley - Chief Technology & Information System (District)  
Co-Chair: Matthew Goldstein - President of Senate (COA)  
Patricia Rom - Merritt College IT Rep (Merritt)  
Joseph Bay - Classified SEIU 2021 Rep (District)  
Balamurali Sampathraj - Acting Director of College IT Services (Laney)  
Saurav Pudasaini - College of Alameda IT Rep (COA)  
Nathan Pellegrin - Director of Research and Planning (Merritt)  
Mark Swiencicki - PFT Rep  
Natalia Fedorova - PCS Rep  
Didem Ekici - DE Rep

**Members absent:**

Joseph Bay – Classified SEIU 2021 Rep (District) *on behalf of* Vincent Koo – Berkeley City College IT Rep (BCC)

**1. CALL TO ORDER (10:30 a.m.)**

**2. ADOPTION OF THE AGENDA (10:35 a.m.)**

Action: 2.01 Adopt the Agenda March 3, 2023  
Motion 1<sup>st</sup> by Pellegrin, 2<sup>nd</sup> by Gill  
The motion passed unanimously.

**3. APPROVAL OF MINUTES (10:40 a.m.)**

**Action, Minutes: 3.01 Approval of the Previous Meeting Minutes from February 3rd, 2023**  
The minutes will be approved next meeting on April 7<sup>th</sup>

**4. PUBLIC COMMENT (10:45 a.m.)**

**Discussion, Information: 4.01 Public Comments on DTC Meeting Agenda Items**  
No public comments

**5. COMMITTEE/COUNCIL REPORTS (1.5 minutes each (10:50 a.m.))**

BoardDocs reports [here](#)

**Information: 5.01 Berkeley City College IT – Joseph Bay on behalf of Vincent Koo**  
No report

**Information: 5.02 College of Alameda IT - Saurav Pudasaini**  
The report is attached to the BoardDocs Agenda.

**Information: 5.03 Laney College IT - Acting Director Balamurali Sampathraj**  
No report

**Information: 5.04 Merritt College IT - Patricia Rom**

No report

**Information: 5.05 Distance Education - Dr. Didem Ekici - COA ESOL Department Co-chair/Faculty - Distance Ed Coordinator**

The report is attached to the BoardDocs Agenda

**Information: 5.06 Marketing, Communication & Public Relations - Dr. Mark Johnson - District Executive Director**

The report is attached to the BoardDocs Agenda

**Information: 5.07 Planning & Institutional Research - Dr. Francisco Herrera - Associate Vice Chancellor Office of Institutional Research Department of Academic Affairs and Student Success**

Herrera's report:

- District IR is working with District IT to recreate the CCFS-320 reporting process through PeopleSoft.
- District IR and Dr. Deborah Ludford will be holding training sessions with College staff on best practices for 320 Report data collection.

**6. CARRIED OVER AND NEW ITEMS (11:00 a.m.)**

**Action: 6.01 Elect Tri-Chair - A. Mehouelley - 20 minutes (11:20 a.m.)**

Mehouelley informed:

There is no Tri-Chair procedure in the PBIM manual. The cabinet suggestion is that the Classified from this committee get together and nominate one representative of theirs.

Mehouelley suggested Fedorova will be the lead and bring some recommendations for the Tri-Chair's next meeting.

**Information: 6.02 Security Update - D. Park - 10 minutes (11:30 a.m.)**

The report is attached to the BoardDocs Agenda

**Information: 6.03 PeopleSoft Update Phase 3 - A. Mehouelley - 20 minutes (11:50 a.m.)**

Mehouelley informed:

This module will focus on Students and Finance.

**Finance:** Our goal is to automate some reports so Finance can use less time to work on manual calculations. Our purpose is to make sure people are efficient in the back office.

Mehouelley wants to emphasize that this module is continuous improvement and funding is required.

**Student Journey:** A consulting company, Highpoint, was hired to map the student journey process. Highpoint is capturing all the consistency needs of every college, having multiple meetings with Faculty, Counselors, Staff, and so on to improve the efficiency of the student's journey. The consultant will present their report soon to the DTC committee.

Mehouelley encourages the committee to get involved and vote in this important project to facilitate students' journey.

**Information: 6.04 IT Services Update - D. Park - 10 minutes (12:00 p.m.)**

Park informed:

- New Help Desk Staff
- 1011 Support Tickets
- Security Camera Refresh Project
- Network Infrastructure Refresh
- Access Control Hardware Project

Mehouelley presented the Network Refresh Project of \$8M along with Atheria Smith, Interim Vice Chancellor of General Services, for the Bond and Rachel K. Brilliant, Dannis Woliver Kelley (DWK) for the legal review. It was approved by the Board. This is part of the Technology Master Plan, and all the IT leaders were involved to work on the assessment of each college.

Now that it is approved, Mehouelley encourages people to work together for this Districtwide Project. The Business Offices will have a specific role to provide access and communication to the colleges. Furthermore, project managers will invite individuals to weekly meetings for updates on the project. Practicing transparency will be very important, IT will create a Project Team where individuals can find any documentation they need about the project.

IT will regularly report to the Board on the status of the project.

Mehouelley noted that DGS and Aecom are in charge of this IT bond budget, and they will be available to answer questions regarding the budget.

7. ADJOURNMENT - 12:00 P.M.

8. NEXT MEETING - April 7, 2023