

District Technology Committee (DTC)

Minutes Friday, December 1, 2023

Note: Meetings are being recorded for minutes.

Members present

Chair: Antoine Mehouelley - Chief Technology & Information System (District)

Co-Chair: Jennifer Fowler - Instructor (COA)

Tri-Chair: Vincent Koo – Berkeley City College IT Rep (BCC)

[Balamurali Sampathraj – College of Alameda IT Services \(COA\)](#)

Christopher Moore – Laney College IT Rep (Laney)

Patricia Rom - Merritt College IT Rep (Merritt)

Nathan Pellegrin - Director of Research and Planning (Merritt)

Mark Swiencicki - PFT Rep

Joseph Bay - Classified SEIU 2021 Rep (District)

[Adrienne Oliver – DE Rep](#)

Dave Vigo – Director Budget (District)

BC Hoff – Director of Facilities & Development (District)

[Violeta de Leon – Note-taker NON-VOTING Member \(District\)](#)

Members absent:

[Blue was identified as absent.](#)

Members – 12 Quorum - 10

Quorum: Yes = 9

1. CALL TO ORDER (11:00 a.m.)

2. ADOPTION OF THE AGENDA (11:05 a.m.)

Action: 2.01 Adopt the Agenda December 1, 2023

Motion 1st by Pellegrin, 2nd by Vigo

The motion passed unanimously.

3. APPROVAL OF MINUTES (11:10 a.m.)

Action, Minutes: 3.01 Approval of the Previous Meeting Minutes from November 3rd, 2023

Motion 1st by Swiencicki, 2nd by Vigo

4. PUBLIC COMMENT (11:15 a.m.)

Discussion, Information: 4.01 Public Comments on DTC Meeting Agenda Items

5. COMMITTEE/COUNCIL REPORTS -1.5 minutes each (11:20 a.m.)

BoardDocs reports for this meeting can be found here

Information: 5.01 Berkeley City College IT - Vincent Koo

Information: 5.02 College of Alameda IT - Balamurali Sampathraj

Absent

Information: 5.03 Laney College IT - Christopher Moore

Information: 5.04 Merritt College IT - Patricia Rom

Information: 5.05 Distance Education - Adrienne Oliver - District Distance Ed Coordinator

The report is attached to the BoardDocs Agenda

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

The report is attached to the BoardDocs Agenda

Information: 5.07 Facilities & Development - BC Hoff - District Director

Information: 5.08 Planning & Institutional Research - Dr. Francisco Herrera - Associate Vice Chancellor Office of Institutional Research Department of Academic Affairs and Student Success

6. CARRIED OVER AND NEW ITEMS (11:35 a.m.)

Information: 6.01 IT Information Security Update - D. Park - 10 minutes (11:45 a.m.)

- Completed FY 23-24 Cybersecurity Self-Assessment
- Merritt Cybersecurity Program

- SSO/Identity Access Management integration for Oracle
- CCCCCO Remediations

Information: 6.02 PeopleSoft Update Phase 3 - CTIO A. Mehouelley - 10 minutes (11:55 p.m.)

The business leaders (HR, Finance, CS, and IT) and Oracle met in person at the Annual Oracle Review in November 2023 in the board conference room. Before, each of the Annual Oracle Review meetings was held on Zoom for the past 4 years. We reviewed the multiple contracts and found that the programs are working well. We also reviewed areas for improvement. We had Peralta staffing challenges that impacted the project delivery. During the meeting, we discussed hiring an in-house business analyst to review, vet, and approve all the business processes.

The Chancellor pointed to CTIO Mehouelley to put all the contracts together and meet up with attorneys to review them.

Kathy Bader, a consultant at Acamar Associates, leads the business processes. We will meet next week.

The ESOL Project went live two weeks ago. CTIO Mehouelley wants to take the opportunity to thank Dr. Tina Vasconcellos, District Associate Vice-Chancellor, Education Service, for her efficiency in putting this project together. We couldn't have done it without her. This project is a single sign-on process for the four colleges.

E-forms: Dr. Tina Vasconcellos, who leads this project, put the four colleges together to agree to one single process. We are cutting around 34 of the 44 current forms.

Information: 6.03 Single Sign-On Project Update - CTIO A. Mehouelley - 15 minutes (12:10 p.m.).

We are testing the UAT right now, and everything is working fine. We are planning to implement the project on the first weekend of January 2024. We are actively working on account creation. We create the account manually, and the duration of that is 24 hours. We are looking for tools to automate account creation on the same day. This strategy will increase enrollment for the students. We are planning to complete the automation of account creation in the first week of January 2024. Another item we are working on with account creation is the discontinuation of the two IDs. Currently, both Numeric ID and Alphanumeric ID are generated. The updated system will only work with the numeric ID because it makes the system better. When we discontinue the Alphanumeric ID, we will send a lot of communication to the students to avoid any chaos.

Information: 6.4 Technology Prioritization Districtwide CTIO A. Mehouelley – 10 minutes (12:20 p.m.)

Mehouelley encouraged colleges to work on the technology priority list districtwide.

It will be important to identify and describe the districtwide technology standard, needs and update the master plan to get approval. CTIO Mehouelley will bring a template to the committee to start the prioritization of the technology list.

Information: 6.05 IT Services Update - D. Park - 10 minutes (12:30 p.m.)

- Network Infrastructure Refresh Project
- New BMS servers
- AC Transit Data Project
- ESOL course mappings project
- CVC-OEI post-implementation support
- A&R E-Forms project
- HR E-Forms Update
- Evaluating solutions for the automatic provisioning of student accounts
- Help Desk Service Tickets: 654

7. ADJOURNMENT - 12:30 P.M.

8. NEXT MEETING – February 2nd, 2024