

District Technology Committee (DTC)
Friday, February 2, 2024

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 - 7

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

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

Action: 2.01 Adopt the Agenda February 2, 2024

Motion 1st by Vigo, 2nd by Bay

The motion passed unanimously.

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

Action, Minutes: 3.01 Approval of the Previous Meeting Minutes from December 1, 2023

Motion 1st by Swiencicki, 2nd by Vigo

One abstain

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

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

Roberto Gonzalez, Peralta Classified Senate President commented that District Facilities Committee (DFC) will be reaching out to IT to explore work order options in Solar Winds or other internal systems. CTIO Mehoulley responded that the technology and conversation is already happening with DGS. The business process and assignment of responsibility remain before final implementation.

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

Information: 5.01 Berkeley City College IT - Vincent Koo

- Network Infrastructure Upgrade Project. Continue to make adjustments. Pending wireless network equipment installation at Annex. Pending UPS delivery and installation.
- Continue to deploy laptops and desktops to users per refresh plans.
- Support new staff users with equipment requests.
- Teams outage.
- Student login issues to Portal, Campus Solutions, Canvas.
- Verkada camera installation (proof-of-concept / pilot / trial).
- Review job descriptions with our manager.
- College Technology Committee to meet next week.
- Setup document and book scanners in the Library.
- Help Desk tickets.

Information: 5.02 College of Alameda IT - Balamurali Sampathraj

Pending

Information: 5.03 Laney College IT - Christopher Moore

Pending

Information: 5.04 Merritt College IT - Patricia Rom

Pending

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

Absent

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

1. Advertising Spring is Free – Spring 2024 enrollment is up at all four colleges as compared with Spring 2023 - and we still have late start classes that will draw more students, so the growth will continue. The district managed an enrollment campaign for digital and audio college-branded ads for all four colleges. Outlets included YouTube, Instagram, Facebook, TikTok, Spotify, banner ads & videos, and radio ads with Golden State Warriors "Take them To School" highlights
2. HubSpot
 - a. District team has done work to build out "Deals". Previously Student (customer) status was on or off. Now with Deals, we're able to track when an individual is or was a student. Current students are "customers" who have a deal for Spring 2024, whereas students who had a deal for Fall 2023 but have not yet enrolled for Spring are "prospects" for the current term. As a result we have a greater understanding of persistence and retention, and are setting up appropriate automation for messaging.
 - b. Berkeley City College is working with Instrumental Group (vendor) to redesign and relaunch their website on the HubSpot content management system (CMS). We're currently migrating content from the WordPress site to HubSpot and remain on track for a launch later this spring.
 - c. Laney has gathered bids for their website redesign and have selected Instrumental Group for the work - the proposal will be on an upcoming Board meeting agenda. A rep from Instrumental Group has been meeting with different stakeholders at Laney to make sure all are aware of the plans to move from WordPress to HubSpot.
3. Emergency Communications - the Board of Trustees approved PCCD participation in a state-wide program for Emergency-9-1-1 communications. The vendor supporting this program is [Rave Mobile Safety](#). We'll be uploading employee and student contact information (email and phone numbers) to the Rave system and will be testing soon (ASAP by end of February). This system replaces the old Blackboard Connect system.
4. Peralta Website & Intranet - our current website (launched in Feb 2022) was built with more information for students and the public but still contains a tremendous amount of information that is specific to employees. The employee-specific content really should live on an internal "Intranet" (as opposed to external Internet) like SharePoint or OneDrive. Keeping employee-specific info on an intranet space (requiring employee login credentials) would help prevent fraud and phishing across the district. I've had a preliminary talk with Antoine on how we can build out an Intranet. This is a Heads Up - no specific project plans or timeline yet - but this is the direction we're headed.

Roberto Gonzalez, Peralta Classified Senate President, asked about HubSpot- Gonzalez has submitted questions via the contact link and inquired about the response time; and the accessibility of the screen reader on HubSpot.

District web content developer respond to inquiries, Johnson will follow up to ensure he receives a response. Mark acknowledged that he has received feedback that the new website is more accessible and that his office is constantly working to ensure deficiencies are addressed.

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

Pending

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

- District IR filled a vacant position. The new hire is Yang Hu, Senior Research and Planning Analyst.
- District IR is looking to update our data warehouse to a cloud system, and working with District IT to determine the best options for this upgrade.

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.)

- SSO/Identity Access Management Implementation
- CCCCCO, working with the Chancellor's Office on the mid-year assessment
- Evaluating AI-based tools to monitor networks

Information: 6.02 New Security Camera System (Verkada Security Solution) – V. Koo – 5 minutes (11:50 a.m.)

Verkada

- BCC IT was informed about proof-of-concept (POC) of Verkada security products at the District to address shortcomings about facility access and security cameras.
- Current cardkey solution is no longer working / supported.
- Start POC at BCC with cameras for potential District-wide application.
- District-wide coordination to be done by BCC VPSA with District DGS, Campus Safety, etc.
- BCC IT is assisting and coordinating with network cabling and connection for 3 trial cameras to explore capabilities of Verkada cameras, software, and interface.
- Sharing information with District and technology personnel about possible upcoming activities about Verkada devices.

CTIO Mehouelley mentioned that it is very important to have this conversation as a district how we move forward in technology implementation. CTIO Mehouelley will need to discuss who will be responsible for their system; the total cost of ownership (TCO) including purchase price, maintenance costs, and repair costs; what is the plan for transitioning from we are to the new

system; budget, where the money is coming from, who is going to pay moving forward; long term; and consider a sustainable program for the district.

Information: 6.3 Hyflex Meeting Room – J. Fowler – 5 minutes (11:55 a.m.)

- Some employees have District approved reasonable accommodations under the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA), requiring these individuals to engage in virtual participation in public meetings.
- Each campus currently doesn't have a dedicated meeting spaces/conference to conduct these kinds of meetings.
- There was discussion about the benefits and challenges of creating these kinds of meeting spaces, as well as the costs associated with it.
- The next step is for each campus to have a discussion about flexible meeting room technology needs at their local Technology Committee meeting and bring that feedback forward to this body for further discussion in the future.

Information: 6.04 PeopleSoft Update Phase 3 - CTIO A. Mehoulley - 10 minutes (12:05 p.m.)

CTIO Mehoulley reported that we are focusing more on business transformation in PeopleSoft Phase 3 than technology. We are reviewing policies and procedures to make sure they are aligning with the business process. We are working on who will need to be notified in the transaction to be more efficient.

We have more modules that have not been implemented, again, they will need planning and budgeting.

Information: 6.05 Single Sign-On Project Update - CTIO A. Mehoulley - 10 minutes (12:15 p.m.)

CTIO Mehoulley reported that the Single Sign-On project is completed and tested. The launch of this project will be at the end of this month or the beginning of March. There is a piece of the business process that we are reviewing that permits the students to log into the system within 30 to 45 minutes of applying instead of 24 to 48 hours.

Information: 6.06 Technology Prioritization Districtwide – CTIO A. Mehoulley – 5 minutes (12:20 p.m.)

CTIO Mehoulley encourages the College's leaders and their technology committee to prioritize the list for the year 2024-2025.

Information: 6.07 IT Services Update - D. Park - 10 minutes (12:30 p.m.)

- Network Infrastructure Refresh Project: Laney WiFi upgrade, DO core network upgrade

- Process of automating provisioning of system accounts for students
- Evaluating moving HD Ticketing system to the Cloud
- Peoplesoft CS upgraded to PUM 30
- Automation of Leave Accrual time, HR Stipend e-form was completed for HCM
- Finance Module - New templates are developed for contract processing
- Total Help Desk Tickets for January - 1205

7. ADJOURNMENT - 12:30 P.M.

8. NEXT MEETING -March 1, 2024