

District Technology Committee (DTC)
Friday, February 7, 2025

Board Room - District
First Friday of each month

Note: Meetings are being recorded for minutes

COUNCIL MEMBERSHIP:

Members - 11 Quorum - 6

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

Tri-Chair: Jennifer Fowler - Faculty Rep (COA)

Tri-Chair: Kawanna Rollins - Classified Rep

Natalia Fedorova - Classified Rep

Laurie Allen Requa - DE Coordinator

Mark Swiencicki - PFT Rep

Joseph Bay - Classified SEIU 2021 Rep (District)

Dr. Tina Vasconcellos - VC, Education Services (District)

Dave Vigo - Director of Fiscal Services (District)

Shemicka Johnson - Student Leader (COA)

Victoria Mapodile - Student Leader (BCC)

Violeta de Leon - Note-taker NON-VOTING Member (District)

Members absent:

Blue was identified as absent.

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

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

Action: 2.01 Adopt the Agenda February 7, 2025

9 votes No. 1 on site

The motion passes.

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

Action, Minutes: 3.01 Information of the Previous Meeting Minutes from November 1st., 2024

The minutes were accepted as an information item for the new committee and not as an action to vote, as they did not attend the last meeting. There are not enough votes to approve the minutes.

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

Discussion, Information: 4.01 Public Comment

No comments

5. OUTSIDE COMMITTEE REPORT - 2 minutes each (10:55 a.m.)

Information: 5.01 Distance Education - Laurie Allen Requa - Distance Ed Coordinator

- Committee is updating the district distance education plan. A draft will go out to committee members for review and comment next week.
- Survey on LTI use going out next week to faculty and staff. This survey will be used in conjunction with user data to inform district and colleges on which LTI's to support in the next academic year.
- Annual distance ed student and staff surveys will be going out before spring break. These are on general canvas use as well as access to student services.
- The committee is sending recommended changes to AP 4105 (faculty training in online teaching) to the board.

Information: 5.02 Marketing, Communication & Public Relations - Mark Johnson - District Executive Director

Budget Town Hall feedback: Chancellor Gilkerson's Spring 2025 Budget Town Hall is posted on YouTube at <https://youtu.be/0WCKQ65KO54?si=xVnvye1HCRojuEIA> while the slides are posted at <https://6398505.fs1.hubspotusercontent-na1.net/hubfs/6398505/January%2031%2c%202025%20-%20Budget%20Townhall.pdf>. Chancellor Gilkerson would like to have any feedback on the budget presentation and ideas on how to close our budget gap - the feedback form is here: <https://share.hsforms.com/15wskBHJMqNaMOSu1EOpSJA3t549>

Hubspot website update: Berkeley City College relaunched their new site design built on HubSpot in October 2024. Laney College will be launching their new website on Hubspot later this month (February 2025), and templates from these sites will be used to build new sites for Merritt College and College of Alameda with in-house resources.

Ocelot contract: Mark announced that the district will not renew the Ocelot contract due to its high cost. Alternative solutions will be used for SMS texting (through Hubspot) and chatbots (using a free option via HubSpot). Colleges are also using Ocelot for financial aid videos and degree completion progress (a service that is duplicated with ConexEd).

Canvas for announcements: The marketing team is exploring the use of Canvas for student announcements as a potential alternative or supplement to email. Mark Johnson plans to meet with Chelsea Cohen to discuss later in February.

Information: 5.03 Facilities & Operation - BC Hoff - District Director

- Development of the Master Plan is upcoming
- CoA – New auto building is almost completed
- BCC – Milvia building is 40% completed
- Merritt – Horticulture Project is 70% almost completed approximately

Information: 5.04 Planning & Institutional Research - Dr. Francisco Herrera - Associate Vice Chancellor Office of Institutional Research

- District IR is working on recreating the Oracle BI Tool reports into Power BI reports, to provide more access for the PCCD community. Currently, there are only 50 licenses for accessing the Oracle BI Tool.
- District IR is also creating a new dashboard with the new FTES calculation based on the new Standardized Accounting Method for credit courses from the State Chancellors Office.

1. CARRIED OVER AND NEW ITEMS (10:55 a.m.)

Information: 6.01 Discuss the new Share Governance Model - J. Fowler - 20 minutes (10:50 a.m.)

- The Tri-Chair Fowler discussed the new Shared Governance Handbook, which includes a model for committee decision-making. The model will be used to define the semester's goals and initiatives and possible agenda items. Tri-Chair Fowler encouraged the committee to read the new Shared Governance Handbook.
- The Tri-Chair mentioned that one of the committee's responsibilities is to ensure the information the committee discusses in the meeting flows back to all campuses.
- The committee will use this model for the Technology Master Plan to discuss the next agenda item.

Bay suggested that the committee can obtain an IT report from each campus.

These reports can be added at the end of the agenda, which could lead to an open discussion.

CTIO Mehouelley added that the new rules require in-person voting for the committee. If the member is in Zoom cannot vote. He also added that members should have no more than two (2) absences annually. If a committee member cannot participate, proxies will not be allowed. If a member reaches two absences, the committee chairs will notify the appointing body to determine if they want to replace the member.

Information: 6.02 Technology Master Plan 2025 - CTIO A. Mehouelley - 25 minutes (11:15 a.m.)

CTIO Mehouelley explained that our goal is to prioritize technology. Each college works with the technology committee to provide a list of technologies they want to implement next year. The list will be presented to the DTC to finalize technology priorities and make a recommendation to the Planning and Budgeting Council (PBC). CTIO Mehouelley will email the IT representative from each campus, requesting their prioritization March 7th.

CTIO Mehouelley added that the committee members to consider the Chancellor's questions regarding potential district restructuring and how they might impact technology needs for future discussions and agenda items.

Information: 6.03 IT Information Security Update - D. Park - 5 minutes (11:20 a.m.)

- Firewall Upgrade for Data Center
- Microsoft Entra Security Implementation
- Evaluating vendors to provide cybersecurity monitoring & response services
- New ASR Fraud Detection

CTIO Mehouelley mentioned that the new AI fraud detection system for student applications is showing continuous improvement. It is essential to gather feedback from the faculty to implement necessary enhancements.

Swiencicki added that he would provide a list of suspicious students from his classes for further investigation.

The Tri-Chair Fowler will email Swiencicki the name and email address of a faculty member at the College of Alameda who has been vigilant about identifying potential fraudulent student accounts.

Information: 6.04 Contract Module Business Process Update - CTIO A. Mehouelley - 20 minutes (11:40 a.m.)

CTIO Mehouelley discussed several updates and improvements to the district's contract and vendor management processes. He talked about implementing a self-service vendor registry system and automating the invoice processing system. CTIO Mehouelley also mentioned the upcoming launch of a training program to guide Districtwide and vendors on using the new systems and processes. The team is working on a standard operating procedure (SOP) for direct pay and is testing changes to the contract process.

CTIO Mehouelley highlighted the significance of people feedback for enhancing management processes.

Information: 6.05 PeopleSoft Update Phase 3 - CTIO A. Mehouelley - 15 minutes (11:55 a.m.)

CTIO Mehouelley discussed the current cost of their ERP system, Peoplesoft, which is around \$1.2 million annually. Oracle holds the majority of the licenses, which require an annual renewal fee of approximately \$340,000. He is collaborating with the vendor and other suppliers to analyze costs. He will work on a presentation to show you the result next month.

The state is working on a Common ERP project, which is moving slowly. The project aims to standardize reporting across the state.

Information: 6.06 IT Services Update - D. Park - 5 minutes (12:00 p.m.)

- Data center upgrade is still in progress, upgrade of the virtualized server infrastructure
- Deployment of the new Epson and Xerox Multifunction Copiers/Printers
- Training in progress for Admissions users of the new ASR Fraud Dashboard CS
- HCM 2024 W2 Box 14 Enhancement w/new benefit deductions
- Providing temporary staffing support to Merritt IT

7. ADJOURNMENT - 12:00 P.M.

8. NEXT MEETING - March 7th, 2025