

## **District Technology Committee (DTC)**

**Friday, March 1, 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)

TBD – DE Rep

Bibek Mainali – BCC Student Rep. (BCC)

Dave Vigo – Director Budget (District)

BC Hoff – Director of Facilities & Development (District)

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

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 March 1, 2024

Motion 1<sup>st</sup> by Bay, 2<sup>nd</sup> by Swiencicki

The motion passed unanimously.

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

Action, Minutes: 3.01 Approval of the Previous Meeting Minutes from February 2nd, 2024

Motion 1<sup>st</sup> by Pellegrin, 2<sup>nd</sup> by Swiencicki

The motion passed unanimously.

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

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

R. Gonzalez, Peralta Classified Senate President, recommended to the helpdesk to make the password reset in the Phishing/Scam reminders a hyperlink vs. text for password resets. He also reiterated that the DFC has adopted a goal to introduce SolarWinds ticketing system for DGS work orders.

CTIO Mehoulley-Updated that IT will adjust messaging to include hyperlinks in the scam email reminders. IT already created a helpdesk ticketing system in SolarWinds for DGS. DGS needs to work on the business process and identify who will be responsible for monitoring and assigning work orders.

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

### **Information: 5.01 Berkeley City College IT - Vincent Koo**

- BCC Tech Committee meeting. Discussed about updated computer equipment refresh plans and website update progress. BCC IT informed Committee about Verkada demo.
- Network Infrastructure Upgrade Project. Continue to make adjustments. Pending wireless network equipment installation at Annex. Pending UPS delivery and installation.
- BCC MESA Director joined in late February. BCC IT is assisting to provide computer equipment and to quote equipment to fully equip BCC MESA.
- Upgrade EDconnect software on Financial Aid computers. Sharing experiences with other IT personnel.
- Verkada demo. Had meeting with BCC President, VPAS, and vendor representatives. 2 cameras installed. 3rd camera pending installation. Considering options for facility/door access trial.
- Continue to deploy laptops and desktops to users per refresh plans.
- Support staff users with equipment requests and price quotes.
- Preparing to work with Lenovo to build computer configurations for purchasing.
- Upgraded Cisco voice gateway appliances.
- 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 - TBD - District Distance Ed Coordinator**

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

1. **Marketing & Communication plan** for 2024-25 is in progress. We'll be building on the [2023-24 MarComm Plan](#) so please give that a look and let me know if you see anything that should change or can be improved. One area for improvement is in translation for ads - for the district wide college branded campaigns, we did English and Spanish, and we'd love to have them in more languages, particularly Chinese, Tagalog, and Arabic. I welcome any suggestions you may have.
2. **HubSpot**
  - a. Same status as last month: 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.
  - b. At the Feb 13 BOT meeting, the Trustees approved a contract with Instrumental Group for relaunching the Laney website in HubSpot CMS. We'll be able to leverage the work happening with BCC plus the rich research on Guided Pathways coming from Laney. The contract is going through the signature process now that it's been approved, and once signed a project kickoff will be scheduled.
3. **Emergency Communications** - the Board of Trustees approved PCCD participation in a state-wide program for Emergency-9-1-1 communications at their January 23rd meeting. The vendor supporting this program is [Rave Mobile Safety](#). We've made great progress in getting the process for loading and updating employee and student contact info in the Rave system. This system replaces the old Blackboard Connect system. I've also started working with Amy Marshall in the Public Safety office to prepare a wide range of message templates covering different scenarios. We'll be testing the system once the user info and preliminary templates are set up
4. **Peralta Website** - many thanks to Roberto Gonzalez for flagging some challenges our new site had with accessibility. Our new site on HubSpot when launched in Feb 2022 was a vast improvement on the old site in WordPress, but there's always stuff that can be improved. Aaron Harbour and John Freeman, district web content developers, have been working with Roberto to improve the site compatibility with audio readers on the main navigation heading and particularly on the secondary department-specific navigation menus. Thanks Roberto for bringing this to my attention.
5. **Peralta Colleges YouTube Closed Captioning** - Thank you COA faculty member Rachel Goodwin for feedback to Chancellor Gilkerson about her announcement this

morning shared on YouTube. We generally use the free captions created by YouTube for programs that only live on YouTube. Peralta TV uses a paid captioning service for programs we broadcast on our cable outlets (Comcast and AT&T). As a standard practice, we update the YouTube captions with these higher quality paid captions. If you see videos on YouTube that have wonky captions, please let me know and we can modify the caption transcript.

**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

- New PCCD Request to Conduct Research Form on the IR website:  
<https://www.peralta.edu/ir/researchrequests>

## **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 mid-year infosec assessment report for the CCCCCO
- CCCCCO invited Peralta to the C1 Risk GRC Platform pilot program

**Information: 6.02 Statewide IT Security Funding** - CTIO A. Mehouelley -10 minutes (11:55 a.m.)

CTIO Mehouelley reported that we have received one-time funding of \$450,000 from State. This money will be split between two areas: \$250,000 for Information Technology Security and \$200,000 to combat fraudulent for students' application.

**Information: 6.03 PeopleSoft Update Phase 3** - CTIO A. Mehouelley - 15 minutes (12:10 p.m.)

CTIO Mehouelley reported that Kathy Bader, consultant at Acamar Associates, is leading the review of business processes and implementing small pieces of technology equipment. Bader has completed her report and presented it to the finance team office and the college's business office to review before it is presented to the Cabinet. CTIO Mehouelley emphasized the importance of retraining staff for any new business process changes and is working with marketing to communicate updates to the PCCD community. Additionally, CTIO Mehouelley is collaborating with HR on onboarding, benefit, talent/acquisition technology and exploring integration with PeopleSoft. We need to proceed with the fit gap analysis. A meeting with HR Bamboo is scheduled for next week to evaluate their onboarding, benefit, talent/acquisition module with the HR and IT teams.

**Information: 6.04 Single Sign-On Project Update** - CTIO A. Mehouelley - 15 minutes (12:25 p.m.)

CTIO Mehouelley announced that PCCD will be enhancing the Single Sign-On (SSO) service in the Peralta Portal by adding access to Campus Solution (CS), Human Capital Management (HCM) and Finance Management (FM). It will be launched on March 15. This will be a benefit to the faculty, staff, and administrators. M. Johnson and the IT team are working together to ensure comprehensive communication across Peralta CC. Additionally, CTIO Mehouelley mentioned that the student's alphanumeric ID will be discontinued. Therefore, moving forward, students will be using a numerical ID to login.

**Information: 6.05 IT Services Update** - D. Park - 5 minutes (12:30 p.m.)

- Network Infrastructure Refresh Project
- Migrating HD ticketing system to a cloud-based system
- BMS server installed successfully
- 10/18 e-forms for A&R have been completed, ETA 3/10
- HCM - Payroll Summary Report Enhancement
- Helpdesk Tickets: 872 support tickets

**7. ADJOURNMENT** - 12:30 P.M.

**8. NEXT MEETING** -April 5, 2024