District Technology Committee (DTC)
Friday, May 3, 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)
Dr. Tina Vasconcellos – 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

District Technology Committee (DTC) (Friday, May 3, 2024)

1. **CALL TO ORDER** (11:00 a.m.)
2. **ADOPTION OF THE AGENDA** (11:05 a.m.)
Action: 2.01 Adopt the Agenda May 3rd., 2024

3. **APPROVAL OF MINUTES (11:10 a.m.)**
Action, Minutes: 3.01 Approval of the Previous Meeting Minutes from April 5th, 2024

4. **PUBLIC COMMENT (11:15 a.m.)**
Discussion, Information: 4.01 Public Comment

5. COMMITTEE/COUNCIL REPORTS -1.5 minutes each (11:20 a.m.)
Information: 5.01 Berkeley City College IT - Vincent Koo

1. Network Infrastructure Upgrade Project. NetXperts will perform out-of-scope upgrade of wireless network and access points at BCC Annex during the Summer.
2. Verkada Proof-of-Concept at PCCD. Trial of Verkada security cameras at BCC has ended and is transitioning to PCCD Campus Safety for further review and evaluation. The 3 demo cameras were removed from the web console and were no longer visible. Security cameras and access control products will be handled by District Campus Safety.
3. EDconnect software upgrade for Financial Aid has not fully completed pending further information and assistance from Financial Aid.
4. Continue to deploy laptops to users per refresh plans.
5. Assisting new staff on equipment needs.
6. BCC Tech Committee met and went over Network Infrastructure Upgrade Project, refresh, new building, redesign of BCC website that is in progress.
7. Continue to check on the progress of transition of student ID card system, CI Solutions Badge.
8. 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 - Dr. Tina Vasconcellos - District Distance Ed Coordinator

I. The DE Coordinator position for 2024-2025 was posted through PCCD Announcements. Please share this Faculty opportunity with your colleagues.
II. The DE committee has spent spring semester reviewing LTI usage across the district and reviewing with local college DE committees.
   a. As part of the assessment, faculty and student surveys were administered through Canvas regarding online learning and teaching experiences.
III. The PCCD DE Plan is in need of updating as it ends 2024. I contracted with an external contractor who helped with the last two plans for the district. The contractor will collaborate with the DE coordinators and will have a completed and approved plan by December 2024.

IV.   The 4th annual, PCCD Online Equity Conference was held this week with presenters and attendees from across the globe. Topics included humanizing online learning, creating inclusive spaces, keeping students at the core of online education, etc.

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

1. **Emergency Communications**- we are now live with the Rave Mobile Safety system for emergency notifications! The system is intended to allow us to reach individuals associated with a specific campus or everyone across the district within minutes in an emergency situation. Setting up Rave is a collaboration between IT, Public Safety, and MCPR. We had a successful system test on Wednesday, April 24, 2024, at noon. We prepared the community with email announcements to employees and students providing advance notice of the test. The test went out on time at noon on April 24th targeted to 25,862 unduplicated students and employees and resulted in delivery of 13,436 Text messages, 53,826 email messages, and 25,090 phone calls/voice messages. We got very positive feedback from the test. We received a report from a "student" who received the alert but who had dropped all classes earlier in the semester, so not currently a student. IT updated the query used for the daily data update for Rave as a result. Work continues on the system to build out pre-written templates for different kinds of emergency situations, so that in an emergency, we don't have to waste time composing messages.

2. **Public Safety Survey**. MCPR is helping Public Safety & IR with a campus public safety survey. If you haven't taken it yet, please take it here: https://peraltair.co1.qualtrics.com/jfe/form/SV_ebnFXYQ8GqGirDU

3. **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.

4. **HubSpot** - Work is proceeding on both the BCC website and the Laney website, preparing to transition those sites from WordPress to HubSpot CMS.

5. **Ocelot** - We're approaching the end of year 2 of a 3 year agreement with Ocelot that includes website chatbot and SMS / texting to current students. Laney / COA / Merritt are using the chatbot on their websites; BCC chose to have student ambassadors provide real human responses to website chat during regular business hours. A pain point has been about texting and how "current student" is defined in their system. We add new students each semester but we cannot remove individuals who are no longer students - thus we are exceeding our "student" counts in their system. They told us they are revising their model to address our concerns.

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

Public Reports:
- Persistence dashboard has been updated.
- Equity dashboard has been updated.
- Quick Facts report will be updated soon.

Internal Reports:
- Enrollment Management Target Summary report has been updated.

6. **CARRIED OVER AND NEW ITEMS** (11:35 a.m.)
Information: 6.01 IT Information Security Update - D. Park - 5 minutes (11:40 a.m.)
- Infosec
  - Annual Pen Test/Security Vuln Assessment is underway
  - Engaged with Adaptivedge to better secure our MS Azure Platform
  - ASCIP, Cyber Insurance Provider hosting Cybersecurity Focus
  - Initiated new project, upgrade virtualized server environment for core network/data center

Information: 6.02 PeopleSoft Update Phase 3 - CTIO A. Mehouelley - 10 minutes (11:50 p.m.)

CTIO Mehouelley reported that the Chancellor led a listening session districtwide regarding the contract module to discuss issues they confront daily with the contract process. The meeting was very productive; we have much information and work to do to advance our business process and make these things happen. CTIO Mehouelley is working with Dr. McKinley, District Vice-Chancellor of Human Resources, regarding the benefits, talent acquisition, and onboarding modules. CTIO Mehouelley is evaluating the grant software to manage the districtwide grant.

Information: 6.03 Update - Caltronics (photocopy machine & lease) - CTIO A. Mehouelley - 10 Minutes (12:00 p.m.)

CTIO Mehouelley informed that Caltronics copier leasing had a five-year contract with Peralta CCD 15 years ago. One of the benefits was changing the devices every five years and getting the latest one. Caltronics has not be updating the copiers as outlined in that agreement. CTIO Mehouelley mentioned that the billing needs to be paid from the business office of each college and district.
CTIO Mehouelley is working on replacing all the printers districtwide.

Information: 6.04 Colleges IT Budget Discussions – CTIO A. Mehouelley – 10 minutes (12:10 p.m.)

CTIO Mehouelley reported that he had a conversation with the Chancellor to find solutions for funding for each college. He and Finance are working on creating Cost Centers for each college to have their budget. The colleges expressed their agreement on the new project. Dave Vigo, Director of Budget, agreed to support the project. CTIO Mehouelley emphasizes that this project is an important action to support the colleges and their missions.

Information 6.05 Technology Prioritization Districtwide – CTIO A. Mehouelley – 5 Minutes (12:25 p.m.)

CTIO Mehouelley encourages colleges to work on their Technology Prioritization. Pellegrin, Director of Research and Planning (Merritt) shared with the committee Merritt's updated prioritization list.

Information: 6.06 IT Services Update - D. Park - 5 minutes (12:30 p.m.)

- IT Services
  - Network Infrastructure Refresh Project: Laney Quad/Field House AP installation
  - Help Desk Ticketing system migration
  - Financial Aid eforms - Development is in progress by Oracle
  - CS - PUM 31 upgrade testing is in progress
  - ConexED integration w/PS is in the requirements gathering stage
  - HCM - 4/10 e-form is also in the requirements gathering stage
  - Payroll Summary Report/Roth Benefit Plan Enhancement will be going-live next week
  - FM - Streamlining Contract Approval Process 6/24
  - Tickets: 1176 for April

7. **ADJOURNMENT - 12:30 P.M.**
8. **NEXT MEETING – October 4th, 2024**