

District Technology Committee (DTC)

Friday, November 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)

Dr. Tina Vasconcellos – DE Rep

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

Members absent:

Blue was identified as absent.

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

2. ADOPTION OF THE AGENDA (10:05 a.m.)

Action: 2.01 Adopt the Agenda November 1st, 2024

Motion 1st by Vigo, 2nd by Moore

The motion passed unanimously.

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

Action, Minutes: 3.01 Approval of the Previous Meeting Minutes from October 4th 2024

Motion 1st by Swiencicki, 2nd by Vigo

The motion passed unanimously.

4. PUBLIC COMMENT (10:15 a.m.)

Discussion, Information: 4.01 Public Comment

No public comments

5. COMMITTEE/COUNCIL REPORTS -1.5 minutes each (10:20 a.m.)

Information: 5.01 Berkeley City College IT - Vincent Koo

Information: 5.02 College of Alameda IT - Balamurali Sampathraj

Information: 5.03 Laney College IT - Christopher Moore

Information: 5.04 Merritt College IT - Patricia Rom

Absent

Information: 5.05 Distance Education - Dr. Tina Vasconcellos - District Distance Ed Coordinator

Absent

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

1. **HubSpot.** Congrats BCC on the relaunch of their website on October 11, 2024. The website looks great and is now on the HubSpot platform which creates exciting opportunities for communicating with students based on how they interact with the site. Congrats to Tom Rizza and Tania Leonian who coordinated with BCC stakeholders on the launch, and to Aaron Harbour and John Freeman, district web content developers, for their work on the site.
2. **Rave.** Rave emergency alerts were sent in October, first due to a fire near Merritt (sent PCCD-wide) and last week due to power outage by PG&E (sent to Merritt employees and students). Feedback on the alerts were positive.
3. **Preferred Name.** Marketing uses a PowerBI query to pass student data into HubSpot. We realized that the PowerBI query from a table in the data warehouse maintained by Institutional Research did not include Preferred names. On Oct 21, we asked the college teams sending email via HubSpot to refrain from sending first name personalized messages. It will take some time for IR to update the data warehouse to include personal names but they're working on it. Fortunately we were able to leverage the daily file created for Rave, which defaults to Preferred Name when available. Thanks to IT for sharing the daily Rave files with Marketing via the W drive. Aaron Harbour was able to add the Preferred Names to HubSpot in the First Name field. As of October 30, it is once again OK to use personalization in HubSpot.
4. **Shared Governance.** In October, PBC approved the new Shared Governance Handbook which replaces the old 2017 draft PBIM Manual. The new Shared Governance

Handbook is posted on the website at <https://www.peralta.edu/pbim>. With the change in committees and the organizational structure of shared governance, we'll be updating that part of the district website for January 2025 when the new Shared Governance Handbook takes effect.

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

Absent

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 Office is working with a vendor to bring access of the Student Preferred Name table into the datawarehouse.
- The State Chancellor's Office has released a new data platform called DataVista, which can be found here: <https://datavista.cccco.edu/>

6. CARRIED OVER AND NEW ITEMS (10:35 a.m.)

Information: 6.01 Discuss the new Governance Model - CTIO A. Mehoulley - 15 minutes (10:50 a.m.) a. New Membership

CTIO Mehoulley discussed the new governance model, which will change the committee's membership beginning in January 2025. He encourages the committee to read the new Governance Model Handbook to provide feedback for the next meeting.

Motion to cancel the DTC meeting on December 4th. All the individuals on the No. 5. committee/council and No. 6 Carried Over and New Items will send Violeta an updated report to distribute to the committee.

Motion 1st by Swiencicki; 2nd by Bay.

The motion passed unanimously

Information: 6.02 IT Information Security Update - D. Park - 10 minutes (11:00 a.m.)

- Identity Access Management Project
- Evaluating vendors to provide after-hours cybersecurity support
- Microsoft to perform a security assessment

Information: 6.03 PeopleSoft Update Phase 3 - CTIO A. Mehoulley - 20 minutes (11:20 a.m.)

CTIO Mehoulley highlighted two major projects: AP automation to streamline vendor payment and vendor portal registration to expedite vendor onboarding. He also mentioned ongoing

projects with HR and campus solutions, and a vendor cleanup initiative to deactivate vendors who haven't done business with the district for the last three years.

Information: 6.04 Contract Module Business Process Update - CTIO A. Mehouelley - 15 minutes (11:40 a.m.)

CTIO Mehouelley discussed several process improvements and changes in their system. They reduced the number of approvals required for contracts from 14 to 5, implemented an auto-dispatch feature, and cut down on unnecessary notifications. They also introduced a new ICC and amendment, which are streamlined and do not require legal intervention. The signing authority for contracts is being expanded, and a new short-term vendor performance agreement has been implemented. Additionally, a direct pay system has been introduced, which allows for purchases between \$1 and \$3,000 without the need for a purchase order. Training sessions will be held to educate users on these new systems.

CTIO Mehouelley expressed gratitude to the Chancellor and Greg Nelson for their leadership in resolving critical issues. He emphasized the importance of teamwork and collaboration in resolving issues and mentioned that similar assessments and enhancements would be carried out in other areas.

Information: 6.05 IT Services Update - D. Park - 20 minutes (12:00 p.m.)

- Data Center restoration activities from PGE outage
- Upgrading virtualized servers in the Data Center
- Migration of Help Desk ticketing system to the cloud from on-premises
- Completion of the Security Camera Refresh Project Phase 2

7. **ADJOURNMENT** - 12:00 P.M.

8. **NEXT MEETING** - December 6th, 2024 – Canceled
February 7, 2025