

District Technology Committee (DTC)

Friday, October 4th, 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 October 4th, 2024

Information: 6.01 Student Fraud was added to the agenda.

[Motion 1st by Pellegrin, 2nd by Swiencicki](#)

The motion passed unanimously.

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

Action, Minutes: 3.01 Approval of the Previous Meeting Minutes from May 3rd. 2024

[Motion 1st by Pellegrin, 2nd by Bay](#)

One abstain

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. Invoice for year 3 of 3-year contract with Ocelot is now due. Ocelot is our provider for website chatbot and student texting (SMS) services. I'm working with college finance offices to get it paid. At this point there are not plans to renew that agreement.
2. Berkeley City College scheduled to relaunch their website on the HubSpot platform on Oct 10 - more on that with the presentation later this meeting.
3. MCPR is working with each college on production of the Spring 2025 semester schedules. We're on track to publish by Nov 1.

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

The District Institutional Research office is moving forward with upgrading the data warehouse. This will help to improve data integrity across the district and allow for greater access to data for improved reporting, and dashboards. We are hopeful to have the new data warehouse implemented by Fall 2025.

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

Information: 6.01 Student Fraud - CTIO A. Mehouelley - 10 minutes (10:45 a.m.)

CTIO Mehouelley introduced Mark Swiencicki to talk about Student Fraud. Swiencicki asked how Peralta can effectively verify student identities to prevent financial aid fraud in online classes.

Richard Thoele, President SEIU 1021, points out that the fraud issue is not specific to Peralta but is a statewide problem, requiring collaboration between faculty, financial aid, and admissions and records.

CTIO Mehouelley agrees on the need for a robust discussion and collaboration to find solutions that balance verification with student accessibility. He mentioned that Dr. Tina Vasconcellos is forming a districtwide committee to address the issue, including faculty, financial aid, admissions and records, and technology experts. Also, CTIO Mehouelley invited the committee to be part of this group collaboration to resolve this issue.

6.02 Discuss the new Governance Model - CTIO A. Mehouelley - 10 minutes (10:55 a.m.)

CTIO Mehouelley introduces the new governance model presented by the Chancellor at the last PBC meeting which is set for a second reading and vote. All the suggestions will be sent to the PBC and it will be adopted at the next PBC meeting on October 18th.

Information: 6.03 Review last FY Committee Goals -CTIO A. Mehouelley - 10 minutes (11:05 a.m.)

CTIO Mehouelley reminded the group of the need to review last year's goals to determine if they were completed or need to be carried over into the next FY period. He mentioned that setting new goals should be postponed until the new committee structure is in place.

a. Matrix - Prioritization of Technology Master Plan:

CTIO Mehoulley mentioned that only Merritt College submitted the Matrix Prioritization of Technology master plan. CTIO Mehoulley encouraged the committee to stay on schedule for the next FY regarding prioritization for the colleges.

b. Training:

CTIO Mehoulley reported that Microsoft training continues for staff. He introduced the new HR Bamboo onboarding system, including a training portal and board policies. This system will consolidate all training materials and policies into one place, making them accessible to new and existing employees. This project is coming online soon.

b. Students' journey:

CTIO Mehoulley reported that the Student Journey is creating a new e-form for students to eliminate manual processes.

Kathy Bader—Highpoint, a consulting company, was hired to map the student journey process: Studying, Staying In, and Getting Out. These projects will enhance the Campus Solution system. Dr. Tina Vasconcellos, who is leading these efforts, is working on innovative projects for student services.

Information: 6.04 IT Information Security Update - D. Park - 5 minutes (11:10 a.m.)

- GLBA report
- Completed cybersecurity report w/CCCCO
- Merritt Cybersecurity lab

Information: 6.05 PeopleSoft Update Phase 3 - CTIO A. Mehoulley - 10 minutes (11:20 a.m.)

CTIO Mehoulley explains that the Phase Three PeopleSoft upgrade has been primarily focused on the finance module. The board's goal is to improve the efficiency of financial processes.

Vendor ID Portal Implementation: The introduction of a vendor ID portal to automate the process of vendors uploading required documents like proof of insurance and W9 forms.

BMAT: is a tool to manage bonds internally, a common practice among community colleges and public institutions. BMAT will streamline the process of bond management, making it more efficient and centralized. The tool is set to go live on October 20th.

Budget Forecasting tool: The team is evaluating multiple budget forecasting tools to transition from rollover budgets to more dynamic budget scenarios. The new tools will allow for more comprehensive reporting and presentation of budget data, enhancing decision-making.

Grant Management Module: A new grant management module is being considered to centralize all grant documents in one place, making them easier to review and manage. The system will also provide information on available grants at the state and national levels facilitating a grant.

Information: 6.06 Update - Caltronics (photocopy machine & lease) - CTIO A. Mehouelley
- 15 Minutes (11:35 a.m.)

CTIO Mehouelley informed us that many printers are old, and leases are supposed to include new printers every three years. Greg Nelson, Deputy Chancellor, decided to pay all the overdue bills and contacted a printer company with a statewide contract to handle future printer leases and ensure the district saves money. A new eco printer project is being worked on, with assessments ongoing and a proposal for step-by-step printer replacement in progress.

Information: 6.07 Contract Module Business Process Update - CTIO A. Mehouelley - 10 minutes (11:45 a.m.)

CTIO Mehouelley informed that the initial complaints about the contract module being ineffective emphasized the need for a detailed assessment to identify the root cause. The problem is with the business process rather than the technology.

Notifications have been changed to inform users when their contracts are submitted and approved at each step. Also, we reduce the number of approvals.

The goal is to improve efficiency and reduce redundancy in the contract approval and management process.

Information: 6.08 Rental Management - Facilitron - CTIO A. Mehouelley - 5 minutes (11:50 a.m.)

CTIO Mehouelley shared that IT is exploring a new technology called Facilitron that will manage all technology facilities and class schedules.

Information: 6.09 Districtwide website move to Hubspot - M. Johnson - 5 minutes (11:55 a.m.)

The presentation is added on [BoarDocs](#).

Information: 6.10 IT Services Update - D. Park - 5 minutes (12:00 p.m.)

This item will be presented at the next DTC meeting on November 1st because it was time to adjourn.

7. ADJOURNMENT - 12:14 P.M.

8. NEXT MEETING - November 1st, 2024

