District Technology Committee (DTC)
Friday, April 5, 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

Members absent:
Blue was identified as absent.

1. CALL TO ORDER (11:00 a.m.)

2. ADOPTION OF THE AGENDA (11:05 a.m.)
Action: 2.01 Adopt the Agenda April 5, 2024
Motion 1st by Vigo, 2nd by Moore

The motion passed unanimously.

3. APPROVAL OF MINUTES (11:10 a.m.)
Action, Minutes: 3.01 Approval of the Previous Meeting Minutes from March 1, 2024
Motion 1st by Moore, 2nd by Sampathraj

The motion passed unanimously.

4. PUBLIC COMMENT (11:15 a.m.)
Discussion, Information: 4.01 Chancellor Tammeil Gilkerson, Visit - Comments

Absent

Chair Jennifer Fowler introduced Bibek Mainali - BCC Student Rep as a new member

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

- Network Infrastructure Upgrade Project. NetXperts technicians installed UPS units in the MDF and IDF rooms at BCC two weeks ago. Remaining items include out-of-scope upgrade of wireless network access points and configuration at BCC Annex.
- Verkada Proof-of-Concept at PCCD. BCC is continuing to host a trial of Verkada security cameras. A 3rd camera of a different model was recently installed. Additional PCCD users were recently added to be able to see the cameras online. We are currently exploring options about trial of facility access control products.
- Continuing to support BCC Financial Aid to upgrade EDconnect and associated software.
- Assisting MESA and other departments with technology product recommendations and price quotes.
- Continuing to deploy laptops to users per refresh plans.
- Shared staff user experiences and issues with District IT about Single-Sign-On. Users received errors when accessing public Peralta class search site while logged in to FM/HCM/CS. Current workarounds are opening private browser window or using a separate Internet browser.
- 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

- Barbara Lee Bldg finally cutover to new cisco switches and cisco wireless AP's successfully. I want to thank Chi Au at District IT for going above and beyond on this project. The Nursing Department Simulation Lab is still a bit problematic but we have a meeting soon with the vendors. Now I will finally have time to work on the many other issues at Merritt College that have been put on hold during this project.
- Working with KONE, AT&T & netxperts on getting the last few elevator phones working. Only 1 or of 8 is still outstanding.
- Upgraded Financial Aid Federal EDConnect software, however, the Financial Aid officer says there are problems with the new version. I directed her to the Federal Financial Aid

hotline which has been difficult to get assistance due to high volume of other colleges also needing assistance.

- Processing and distributing laptops and desktops and upgrading older computers from Windows 7 to Windows 10 or Windows 11 if the hardware is current enough.

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. It's looking like we will not have "Fall is Free" so we're looking for suggestions on how to demonstrate the value of education to attract students. I welcome any suggestions you may have.

2. **HubSpot**
   a. The Berkeley City College redesign with Instrumental Group (vendor) is making great progress. The new templates have been created on the HubSpot content management system (CMS) and the content team (Tom Rizza and Tania Leonian at BCC and Aaron Harbour and John Freeman from the district) is currently migrating content from the WordPress site to HubSpot. We remain on track for a launch later this spring, likely in June so there's no disruptions around finals / graduation.
   a. Laney College had their kickoff meeting 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.

3. **Emergency Communications** - our IT colleagues have set up the process for sharing employee and student contact info with [Rave Mobile Safety.](#) I'm 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 later in April.

4. **Student Demographics and Employment Opportunities -** I also want to highlight the work from our Institutional Research colleagues. Our data says 41% of students take classes from 2 or more colleges during the same term. We're using that data to tell the story of our diverse community while recruiting for COA President, Deputy Chancellor and Chief Operating Officer, and Vice Chancellor of Human Resources.

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

Steven Chan reported: This department continues to refresh the research data dashboards and reports

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.)

- Infosec
  - GLBA Audit
  - Annual Pen Test
  - CCCCO C1 Risk GRC Platform Pilot

Information: 6.02 PeopleSoft Update Phase 3 - CTIO A. Mehouelley - 20 minutes (12:05 p.m.)
CTIO Mehouelley reported that Phase 3 is focused on Campus Solution (CS), and Finance (FIN).

Campus Solution: Kathy Bader, Consultant at Acmar Associates, was reviewing the business processes and we accomplished the student automation account creation project. Currently, the students take approximately one hour to create an account. We are looking to reduce it more. There is currently a process where students get flagged for security review or while uploading a document and they receive emails to come to college to provide some information to clear it. This process is staff-based, IT is supporting A & R process where students don't have to come to colleges to do that.

Dr. Tina Vasconcellos, who leads e-forms, put the four colleges together to agree to one single process. IT is supporting A & R on streamlining the process and reducing the numbers of forms. Admissions and Records are in the test phase forms. We will be going into production shortly.

Finance: CTIO Mehouelley informed us that he and AVC Marla Williams-Powell are working on the contract module. They are working on improving the ICC template to process contracts from $50 to $250,000. The Chancellor is holding a meeting on April 25th to discuss the new changes. Finance will also be working to shorten the number of approvers for each contract down from the current list of 13. CTIO Mehouelley emphasizes that this business process issue is not a PeopleSoft issue. CTIO Mehouelley added that any changes to the business process will require follow-up communication and training with the end users.

Information: 6.03 Single Sign-On Project Update - CTIO A. Mehouelley - 10 minutes (12:15 p.m.)

CTIO Mehouelley informed us that the Single Sign-On was launched successfully 3 weeks ago. It is a process of continuous improvement. Furthermore, CTIO Mehouelley encourages students to use numerical IDs to log in instead of alphanumeric IDs.

Information: 6.04 Technology Prioritization Districtwide - CTIO A. Mehouelley – 10 minutes (12:25 p.m.)

CTIO Mehouelley encouraged IT leaders of each college to work with the local technology committee to set 2024-2025 priorities in computer, and network upgrades for the college (instruction, student services, and business services).

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

- **IT Services**
    - Network Infrastructure Refresh Project
    - ServiceDesk Ticketing Migration
    - A&R eForms - Testing phase
    - Financial Aid eForms - Requirements gathering stage
    - Merritt Cybersecurity Program: Lab Build in S-Bldg
    - Post-Implementation Support of SSO
    - Tickets: 921 for March

7. ADJOURNMENT - 12:30 P.M.
8. NEXT MEETING -May 3, 2024