District Technology Committee (DTC)
Minutes - Friday, April 7, 2023

Note: Meetings are being recorded for the purpose of minutes.

Members present:

Chair: Antoine Mehouelley - Chief Technology & Information System (District)
Co-Chair: Matthew Goldstein - President of Senate (COA)
Joseph Bay - Classified SEIU 2021 Rep (District)
Balamurali Sampathraj - Acting Director of College IT Services (Laney)
Nathan Pellegrin - Director of Research and Planning (Merritt)
Natalia Fedorova - PCS Rep

Members absent:
Vincent Koo - Berkeley City College IT Rep (BCC)
Saurav Pudasaini - College of Alameda IT Rep (COA)
Mark Swiencicki - PFT Rep Natalia Fedorova - PCS Rep
Patricia Rom - Merritt College IT Rep (Merritt)
Didem Ekici - DE Rep

No quorum

1. CALL TO ORDER (10:30 a.m.)
2. ADOPTION OF THE AGENDA (10:35 a.m.)
Action: 2.01 Adopt the Agenda April 7th, 2023
<u>No quorum. No voting and decisions were made. The committee discussed matters unofficially.</u>

3. APPROVAL OF MINUTES (10:40 a.m.)
Action, Minutes: 3.01 Approval of the Previous Meeting Minutes from February 3rd, March 3rd, and April 7th, 2023.

4. PUBLIC COMMENT (10:45 a.m.)
Discussion, Information: 4.01 Public Comments on DTC Meeting Agenda Items
No public comments

5. COMMITTEE/COUNCIL REPORTS (1.5 minutes each (10:50 a.m.)

All the attached reports and Student Journey's presentations are in the BoardDocs Agenda [here](#).

Information: 5.01 Berkeley City College IT – Joseph Bay on behalf of Vincent Koo

The report is attached to the BoardDocs Agenda.

Information: 5.02 College of Alameda IT - Saurav Pudasaini
Absent

Information: 5.03 Laney College IT - Acting Director Balamurali Sampathraj
Pending

Information: 5.04 Merritt College IT - Patricia Rom
Pending

Information: 5.05 Distance Education - Dr. Didem Ekici - COA ESOL Department Co-chair/Faculty - Distance Ed Coordinator
Absent

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

The report is attached to the BoardDocs Agenda.

Information: 5.07 Planning & Institutional Research - Dr. Francisco Herrera - Associate Vice Chancellor Office of Institutional Research Department of Academic Affairs and Student Success

Francisco Herrera's Report:

- District IR updated the OUSD dashboard
- District IR updated the DSPS/SAS dashboard
- PT Faculty Workload Files uploaded to the District IR website
- District IR will begin Focus Groups with students, as a continuation of the Fall 2022 Student Survey

6. CARRIED OVER AND NEW ITEMS (11:00 a.m.)

Information: 6.01 Student Journey Report – Kathy Bader – HighPoint – 20 minutes (11:20 a.m.)
The presentation is attached to the BoardDocs agenda.

Action: 6.02 Elect Tri-Chair - N. Fedorova - 10 minutes (11:30 a.m.)

 No quorum. No voting and decisions were made. The committee discussed matters unofficially.

Information: 6.03 Security Update - D. Park - 5 minutes (11:35 a.m.)
The report is attached to the BoardDocs Agenda.

Information: 6.04 PeopleSoft Update Phase 3 – CTIO A. Mehouelley - 10 minutes (11:45 a.m.)
CTIO Mehouelley reported:
The CTIO, Business Manager, and Campus Representatives will identify the prioritization of the Student Journey. Our goal is to automate the e-forms for student use. The prioritization plan will be presented to the Board.

Information: Single Sign-on (SSO) – CTIO A. Mehouelley - 10 minutes (11:55 a.m.)
CTIO Mehouelley reported:
CTIO will present to the Board the Single Sign-on proposal on April 24th. The funds are coming from a State allocation for Cyber Security.
CTIO Mehouelley said that the power outage last month at the District Office caused the PeopleSoft server to go down. There will be a priority placed on infrastructure to ensure continuous access to PeopleSoft independent of the district server room.

Fedorova Asked: What is the process for help desk tickets and what is the process for cleaning up the Finance module? CTIO Mehouelley responded: there is a 72-hour response time for all help desk tickets; however, IT has been completing tickets in 24 hours on average for all IT issues. For tickets related to Finance or other departments, tickets are forwarded to the department for a response. Many departments like Finance and A&R are short staffed so tickets may not be answered quickly.
The Departments Managers need to look at the helpdesk report data for response times related to each department, to determine how to better manage the requests.

Information: 6.06 IT Services Update - D. Park - 5 minutes (12:00 p.m.)

Daniel Park's report:

- Security Camera Refresh
- Network Infrastructure Refresh
- DNS to Azure DNS
- Merritt Cisco IP outage
- PDLC Presentations: IT/Cybersecurity
- RFQs: Vuln Assessment/Pen Test

7. ADJOURNMENT - 12:00 P.M.

8. NEXT MEETING - May 5th, 2023