Peralta Community College District
District Technology Committee Minutes
April 3, 2020
11:30 am – 1:30 pm
Via Microsoft Team

Kelly Pernell, Chair Faculty IT Rep
Antoine Mehouelley, Acting Chair, Director of Network Services

COUNCIL MEMBERSHIP

Balamurali Sampathraj *College of Alameda IT Rep (COA)*	**Rupinder Bhatia** *Director of College IT Services (Laney)*
Nathan Pellegrin *Director of Research and Planning (Merritt)*	**Andrew Park** *PFT Rep*
Inger Stark *Distance Ed Rep (District)*	**Vincent Koo** *Berkeley City College IT Rep (BCC)*
Patricia Rom *IT Rep (Merritt)*	**Violeta de Leon** *Note-taker NON-VOTING MEMBER (District)*
Silvia Cortez *Classified SEIU 1021 Rep (District)*	

Total Number of Members: **10**
Amount Needed for Quorum: **6**

In attendance:
1. Kelly Pernell
2. Antoine Mehouelley
3. Rupinder Bhatia
4. Silvia Cortez
5. Nathan Pellegrin

6. Vincent Koo
7. Balamurali Sampathraj
   Violeta de Leon – *Note-taker NON-VOTING MEMBER (District)*

Absent:

Patricia Rom

Inger Stark

Guest: Mark Johnson - PIO (District)

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
I. Standing Items					
A. Call to Order			*11:35 AM*	A quorum was recognized	
B. Adoption of the Agenda			The draft agenda was adopted with two new items: 1. Technology Master Plan Proposal 2. Security for Remote Staff Working with Sensitive Information	Motion with the two new agenda items was approved by Park, 2nd by Bhatia Motion passed with 6 votes	Approved agenda will be posted on the PBIM website
C. Approval of Minutes			The draft March 6, 2020	Motion by Bhatia 2nd by Park Motion passed	Approved minutes will be posted on the PBIM website

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I. Standing Items					
D. Public Comment			Johnson comments: • An email and presentation were sent today (April 3, 2020) through PCCD Announcements about emails communication updates to all PCCD • He is attending this meeting to receive any suggestions or feedback to facilitate communication in an appropriate and selective manner • College Public Information Officers, Executive Assistants, College Presidents, Vice Presidents of Instruction and Vice Presidents of Student Services will be the first to review the documents before they are sent through announcements Mehouelley adds: • The District will update the list every semester through PeopleSoft using HR data		

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I. Standing Items					
			Pernell comments: • Secretaries should be added to the list of individuals who can email communications to Faculty and Classified Senate		
E. Committee/Council Reports (2 minutes each)			**Berkeley City College** • BCC Tech Committee met and discussed ISER (Institutional Self-Evaluation Report) progress regarding Standard IIIC. Additional personnel have been added to assist. Additional draft information was received from District IT. • BCC Tech Committee reviewed the APU technology requests and identified multiple requests requiring support of the new bond. The APU requests were reviewed and approved by the College Roundtable.		

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I. Standing Items					
			- BCC Tech Committee forwarded the College's technology plan to DTC. - BCC IT uploaded 1150 students to BCC's Adobe CC subscription account for students to access Adobe Creative Cloud suite software. - BCC IT distributed 30+ loaner PC laptops to staff and faculty so far. BCC IT will continue to loan out laptops and equipment per request. - BCC Library is loaning out College Chromebooks and informing students of some cellular service options. - BCC is expecting a shipment of District Chromebooks.		

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I. Standing Items					
			College of Alameda Sampathraj reports: • NCLA Building on-site review next Monday 4/3/20. • Considering temporary network setup to test NCLA building infrastructure. Working together with Antoine. • NCLA new fiber cables validation in process this week. • Hardware quotes for NCLA building in process. • Temporary fiber migrated to permanent fiber for Diesel building and portable. Testing and validation completed. • Student services buying hot spots, laptops, chrome books, printers and scanners as needed.		

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I. Standing Items					
			• SARS integration with zoom currently being implemented.		
			Laney College Bhatia reports: • TECH TUESDAYS- Held on 3/10/2020- Trained several staff/Faculty on using Excel spreadsheets • IT Remote support and assistance: Since the time the campus closure was announced due to the COVID-19 pandemic, Laney IT quickly responded in various ways to lend their support and expertise: - created instructions for procuring ConferZoom accounts. If you need a ConferZoom account, follow these instructions. - held daily remote teaching sessions for Zoom and Canvas basics and trained		

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I. Standing Items					
			approximately 75 faculty and staff members. Click here for Faculty Canvas resources. - issued laptops to staff/faculty that did not have any devices for remote work - Provided extended phone and web support for troubleshooting various issues - Trained instructional assistants and academic tutors to do Zoom meetings for assisting students - Co-ordinated student support calendar for the next few weeks for providing drop-in tech support • Free Adobe Creative Cloud for students: The Adobe Creative Cloud is available for home use by students (till 5/31/2020 only). IT has been working		

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			with Faculty that teach classes using Adobe CC and provided their students with the program. IT loaded all the student rosters that use Adobe CC in their classes.		
			Merritt College • Setup & distributed laptops for faculty & staff to work from home • Setup & distributed chromebooks for students • Solving eSARS issues for counselors and students • Supported faculty & staff remotely with technical support via phone, email, and Teamviewer • Virtual Commencement via "marchingorder.com" • Monitoring network, wireless, and servers from remote		

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I. Standing Items					
			• Unlike other sites Merritt's iron gates are only open Tues & Thurs 10:00 - 2:00		
			Distance Education No report		
I. Carried-Over and New Items					
Technology Master Plan Proposal	In concert with college Technology Planning Committees, create a comprehensive technology plan	Strengthen Accountability, Innovation, and Collaboration	Mehouelley: • Planning to use Collaborative Brain Trust (CBT) proposal for Technology Master Planning Services at Peralta Community College District (PCCD) Park suggests: • CBT proposal page 11 needs to adjust the calendar in Phase III – Preparing and Finalizing the Technology Strategic Plan • The Union Presidents should be informed	Mehouelley asks Pernell to lead the Technology Master Plan Proposal Pernell: Motion to endorse the proposal for development of the PCCD Technology Master Plan with recommendation to adjust the timeline. Modified Motion with recommendation to include Faculty Senate President or other Faculty representatives, including Union President in any	

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				presentations over the Summer and holidays time. Include in the proposal that PCCD Technology Master Plan needs to be informed by the Colleges Technology Plans Motion by Park and 2nd by Pellegrin Motion passed All in favor	
Security for Remote Staff Working with Sensitive Information			Bhatia presented: Security for Remote Staff Working with Sensitive Information" document (attached) for review and adoption by DTC		Mehouelley wants to discuss the "Security for Remote Staff Working with Sensitive Information" document next Tuesday April 7, 2020 with the Technology Group. He will also work

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					with VC Brown to review this document to ensure compliance with AP 3720
Evaluation – Technology Committee			Pernell suggests: DTC should complete a survey to establish if their work has been effective		Pernell: Will forward a copy of the committee's charge to Violeta with bullet points for the next meeting on May 1st Asks Bhatia to bring the last year survey Monkey
Accreditation Standard III • **Present the Draft**			Mehouelley confirms: • He sent out the Accreditation Standard III draft to review for all the colleges. Waiting for feedback		

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It Services Updates • **College/district: Overall Replacement Plan (Measure G)**			Mehouelley comments: • VC Sata is asking for our plan for next year	Mehouelley: • He asks all campuses to provide computer replacement requests for VC Sata	Mehouelley: • Will send guidelines of the Replacement plan to the Presidents
PeopleSoft Update			Mehouelley: • The contract has been reviewed and approved by Delisle Warden, Interim General Counsel and Chief of Staff • There are two part to the technical upgrade: 1. Upload the database into the Oracle Cloud and introduce the new system to Human Resources and students. 2. Analyze and update business practices	Mehouelley: • Will present to the Board Meeting on April 21	
II. Adjournment			1:10 PM		
III. Next meeting			May 1, 2020		