Peralta Community College District
District Technology Committee Minutes
March 4th, 2022
10:30 a.m. – 12:00 p.m.
Via Microsoft Team

*Antoine Mehouelley, **Chief Technology & Information System – Chair***
*Matthew Goldstein, **President of Senate COA – Co-Chair***

COUNCIL MEMBERSHIP

Saurav Pudasaini *College of Alameda IT Rep (COA)*	**Balamurali Sampathraj** *Acting Director of College IT Services (Laney)*
Nathan Pellegrin *Director of Research and Planning (Merritt)*	**Mark Swiencicki** *PFT Rep*
Didem Ekici *Distance Ed Rep (District)*	**Vincent Koo** *Berkeley City College IT Rep (BCC)*
Patricia Rom *IT Rep (Merritt)*	**Natalia Fedorova** *PCS Rep*
Joseph Bay *Classified SEIU 1021 Rep (District)*	**Mazin Saeed and Jiawen Wu** *ASBCC Rep*
Adil Ahmed *Finance Rep (District)*	**Violeta de Leon** *Note-taker **NON-VOTING MEMBER** (District)*

Total Number of Members: 14
Amount Needed for Quorum: 8

In attendance:
1. Antoine Mehouelley
2. Saurav Pudasaini
3. Matthew Goldstein
4. Natalia Fedorova
5. Nathan Pellegrin
6. Vincent Koo
7. Balamurali Sampathraj
8. Joseph Bay
9. Patricia Rom
10. Mark Swiencicki
11. Jiawen Wu
12. Mazin Saeed

Violeta de Leon – Note-taker NON-VOTING MEMBER (District)

Absent: Adil Ahmed, Didem Ekici

Guest: N/A

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome	Action Items	Follow Up on Action Items
I. Standing Items					
A. Call to Order			*10:36 a.m.*	A quorum was recognized	
B. Adoption of the Agenda			One item was added to the agenda: 1. Technology Training.	Motion 1st by Fedorova, 2nd. by Sampathraj Motion passed unanimously	Approved agenda will be posted on the PBIM website
C. Approval of Minutes			The minutes for February 4th, 2022 were reviewed.	Motion 1st by Pellegrin, 2nd by Fedorova Motion passed unanimously	Approved minutes will be posted on the PBIM website
D. Public Comment			Gabriel Martinez, BCC Counseling Department, congratulated everybody that is involved in the PeopleSoft launch in April.		
E. Committee/Council Reports (2 minutes each)			**Berkeley City College** Koo informed: • BCC Tech Committee met on Thursday, 3/3. We focused on HyFlex pilot specifications, computer		

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I. Standing Items					
			refresh plans, and HEERF funded purchases. • BCC IT and AV met with construction team about the new BCC West Campus at 2118 Milvia Street. • Provided carts with laptops and Chromebooks for student use on campus per faculty requests. • Distributing laptops to faculty and staff. • Assisting staff and faculty on return-to-campus requirements. • Planning, submitting, and assisting on approved purchases funded by HEERF. • Continuing on Network Infrastructure Upgrade Project. • Continuing on Security Camera Refresh Project. • ConexED implementation is upcoming at BCC. BCC IT will be assisting Counseling to transition from SARS.		

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			College of Alameda Pudasaini informed: • Projects: COA coordinating with District IT and Safety Director: security camera project, door hardware access control, and Network Refresh Project. • NCLA building updates: Until now 6 smart classrooms are fully functional. The remaining classrooms, we are waiting for installation materials to be shipped (expected arrival date is on April). • Once the materials get here the work will resume. • Some Classroom needs further work on projector re-configuration and cable management. We have already requested for immediate assistance. • COA IT is also doing walk through with Instructors on providing information on how the smart classroom works.		

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			• COA Library, plans to open for Public on Tuesday and Wednesday from 9am-3pm starting March 15 . So, making sure Library Tech systems are fully functional. • The Student Services Division Computer Refresh project, working with District, Daniel Park on this, planning yet to be done on this project. • Since the return to campus, we are mostly occupied providing immediate support (Computer Configuration, Deployment, email long in issue, and other network related issue). • Requesting Staffs and Users to submit support request via helpdesk so that we can keep track of request and work accordingly and for documentation purposes.		

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			Laney College Sampathraj informed: • Appreciate the support from COA and District IT. • Working with District on video surveillance project. • Upgrading wireless across the Laney campus. • Working with District on door hardware access control. • Assisting in the preparation for ConexED launch. • Deploying more chrome books via library. • Ordering and rolling out computers. • Upgrading some copiers on campus.		

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			Merritt College Nabeta informed: • The two new building projects, Child Development/Child Care and Landscape Horticulture Buildings, on hold due to supply chain issues and price increases. The cost increase will probably affect future Measure G projects at Merritt. • City Mechanical is surveying the failing air conditioners in the Merritt IDF Network Rooms. Currently Merritt has at least 7 IDF rooms being supported by portable AC units. • We are in the process of ordering refresh computers via Measure G and waiting for the paperwork to clear the district offices. • Using HEERF funds, we are ordering spare parts for smart classrooms, servers, and computers. • We are working with District IT and NetXperts		

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			on the Peralta District-Wide Network Upgrade and Refresh Project. • We are working with District IT and District DGS on the Security Camera Upgrade Project. • We are working with District IT on the Merritt Cell Booster Project. • The library computers have been upgraded.		
			Distance Education No report		
			Department of Marketing, Communication & Public Relations Mark Johnson informed: • The new Peralta website at www.peralta.edu launched on Feb 25th. Many thanks to Aaron Harbour, Marcus Creel, and John Freeman for all their hard work. Also thanks to Chi Au for help with DNS settings, and thanks to this committee for your		

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			ongoing support and input. The new site is mobile friendly with responsive design and is more accessible than old site. We are working with Popetech via the state chancellor's office to resolve accessibility problems to be fully ADA compliant. Are working with college web developers to update links from college sites to the new Peralta site. • Marketing departs also working on PeopleSoft phase two training communication, Conexed launch communication, and meltwater renewal (the media tracking system shared with college PIOs).		
			Office of Institutional Research - Department of Academic Affairs and Student Success Herrera informed: • District IR will be working with Cambridge West Inc., as part of the Districtwide Data Integrity Project, to offer training sessions for those staff members		

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			working in the areas of Admissions & Records. • District IR is also currently administering a Districtwide Student Survey to better understand students' plans for course taking in the upcoming Summer 2022, Fall 2022, and Spring 2023 semesters. • District IR is also planning to offer training sessions around the use of Power BI dashboard reports.		
I. Carried-Over and New Items					
Technology Training			Fedorova informed that the Peralta Classified Senate asked in their last meeting how Peralta provides training for staff who want to upgrade or update their technology skills. Mehouelley responded: Peralta has training for PeopleSoft Phase 2 for all employees. A full training was done and paid by the District called Job Eight for PeopleSoft Finance System that everybody can access. Microsoft offers free training for community colleges. Mark Johnson will be supporting this		

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			effort to get all the IT training information on the website soon. Lastly, the Chancellor has an initiative to create a District-Wide training center.		
Matrix – Prioritization of Technology Master Plan					Mehouelley encouraged colleges to work on the Matrix- Prioritization and present the draft at the next DTC meeting. The due date will be on Friday, April 8, 2022.
PeopleSoft Updates Phase II and Phase III	*In concert with college Technology Planning Committees, create a comprehensive technology plan*	Strengthen Accountability, Innovation, and Collaboration	Mehouelley informed: IT and Huron are working on the planning and training times with the VP of Business of each college. IT and Mark Johnson are planning to post the dates, times and topics and to send an email and post on the website. In the meantime, District, colleges and volunteers are working on the UAT for 2 hours a day every day. Training will start with HR on March 28 and will include the rest of the Modules later. Mehouelley described a process for setting up an enhancement committee that will focus for Phase 3 project. This enhancement		

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			committee will look at process mapping and other guiding documentation in order to plan the next phase of this project. That planning and recommendation will inform the Chancellor for the future needs of the District.		
IT Services updates			Daniel Park, District Telecommunication System, informed: • Security Camera Refresh: District-Wide Upgrade of Security Cameras. • Network Infrastructure Refresh: District-Wide Upgrade of networking equipment and Wi-Fi. • Wireless Blue Phone Installation. • Electronic Doors Controls Standards • PeopleSoft Phase 2 Upgrade		
II. Adjournment			12:00 p.m.		
III. Next meeting			April 8, 2022		