

Peralta Community College District

Facilities & IT Meeting Minutes

Date of Meeting: 3/23/2023

Present: Rachel Goodwin, Eva Jennings, Saurav Pudasaini, Augustine Gill, Sharon Serrano, Natalie Rodriguez, Selwyn Montgomery, Shuntel Nathaniel

Chair/Co-Chair: Augustine Gill

Guests:

Facilitator/Recorder:

Absent:

Agenda Item	Committee Goal	Strategic Planning Goal and/or Institutional Objective	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved or Unresolved}
Meeting Called to Order			Time 2:09 PM		
1. Agenda Review			Approved		
2. Review of Minutes			Approved		
3. AECOM Update – Sharon Serrano			Capital projects – (the following details were discussed and some details are currently being worked out) <ul style="list-style-type: none"> • Keyless entry, cameras, bathrooms, paint • Auto Diesel (NTTC – New Transition New Technology Center) Groundbreaking event postponed due to weather • Aviation Phase 1 & 2 • Infrastructure – 2021 ADA assessment (Design – DSA submission estimate to campus) • 860 Atlantic HVAC – Board approval 2/28 	Sharon to provide 6 month plan/location of funds, and share concerns of H bldg. leaks.	

			<ul style="list-style-type: none"> • Roofing repairs • Aviation sewer pump/140 ft. line repair • Physical Plant Instructional Services (2021 & 2022 one time funds – 2021 - \$7 million, 2022 \$11 million district-wide) <p>Other items included the following -</p> <ul style="list-style-type: none"> • Augustine requested a 6-month construction plan and location of funds • H building water leaks (bottom of doors when raining, dripping from overhang key reader). 		
4. DFC Update – Rachel			Tabled – unable to attend	Shuntel will follow up with Curtis.	
5. F – building			2 nd floor restrooms closed		
6. IT Update - Saurav			<p>Campus IT update</p> <p>Been keeping up with service requests as they come in. Have a few pending and are waiting for a response on a few.</p> <p>New VPSS is all set up with system login and no complaints as of yet.</p> <p>Zoom put out an update about a month ago that caused access issues for some on campus. Have been able to resolve those. Some are still receiving that update and we are helping them both remotely and in-person.</p> <p>Computer refresh: Have completed the inventory assessment. The email was sent out a couple of weeks ago. Response was good and we received about 95% of the inventory on campus. Good result. capture so that's a very good result. Working with our student intern to get the responses sorted and filter for any duplicates so that we will have an accurate proper number.</p>		

Will determine how many computers and laptops we will need to order based on that.

District Network Refresh project in progress. District IT is running it. COA IT had a walkthrough on all our campus sites. DIT is upgrading some of the Ethernet cables. Also a firewall upgrade which is more of a security upgrade for internet.

Network outage on Monday and Wednesday this week. That is resolved. It was because of the weather conditions. Outages of district network applications also resolved.

Multifactor Authentication: Last month, phase 1, was rolled out to all the Admins and the staff employees. That was successfully completed and we don't see issues of concern on that. This month we will send out notification to all faculty as phase 2. It was phased with faculty 2nd because more faculty work remotely and it's harder to get in touch with them. Questions about this from faculty can be directed to the COA helpdesk.

Increased suspicious emails. Saurav to create a template and send out to COA so that everyone is aware and has the information they need. Prevention is better than cure.

Cameras: meeting with a new camera vendor today, Harley (name may be incorrect)

Very nice video quality on the camera.

It's for the meetings on Zoom (replacing OWL)

Three features built in on their mic: presenter mode, speaker mode and the generic default mode.

The framing is big on the camera. It will just direct

			<p>at the speaker. It will just stay on the speaker for 10 seconds and alternate with the whole room.</p> <p>Presentation mode you will see on the screen at the same time as the speaker.</p> <p>MIC is AI and whoever speaks will be clearly audible.</p> <p>District Technology Committee meeting last week. Mostly focused on network refresh project. Gave our campus update.</p>		
7. Other			<p>Announcements from Augustine:</p> <p>Finally hiring another position in our IT department. Interviews are next week</p> <p>We have a new head custodian to replace Lonnie. He starts on Monday. His name is Quaran Dixon, comes to us from Laney College.</p> <p>Follow up from Health & Safety committee meeting: Question about whether the blue phones are working and how do we know. General understanding is that they're all working. Saurav said he would gather more information on Blue Phones, including how to use instructions, and send out to the campus community.</p> <p>90-day project list discussed –</p> <ul style="list-style-type: none"> Selwyn: The AED item on the 90day list (in Gym) not needed – they already have sufficient # of AEDs 		
8. Adjournment			Time 3:20 PM		

Minutes taken by: Shuntel Nathaniel & Rachel Goodwin

Attachments: All documents and/or handouts for this meeting can be found at: