Technology **Coordinating** Committee (TCC) Regular Meeting Minutes
Friday, October 10, 9:00am - 10:30am
Prepared by: Ann-Marie Fisher

Attendance: 11 voting members, 1 non-voting, and 12 guests, total of 24 attendees. *(note: 8 voting members required to meet quorum)*

Chairs (3)	Classified Senate (3)	Student Senate (2)
☒ Bruce Griffin (DO CTO) (non-voting)	☒ Cathy Gould (DO)	☒ Theresa Pedrosa (CC)
☒ Lisa Ulibarri (CC Faculty)	☐ TBD (CC)	☐ TBD (LPC)
☒ Tim Druley (LPC Classified)	☐ TBD (LPC)	
Administration (4)	**Academic Senate (4)**	**Distance Education (2)**
☒ Stephen Gunderson (DO)	☒ Lisa Ulibarri (CC)	Christina Davis Roza (CC)
☒ Sara Woods (ITS)	☐ Thomas Lothian (CC)	Kathleen King (LPC)
☒ Nathaniel Rice (CC)	☒ Jeff Judd (LPC)	
☒ Traci Peterson (LPC)	☐ TBD (LPC)	**Guests:**
		Ann-Marie Fisher VC Fleischer-Rowland
College Technology Services (2)	**Bargaining Units (2)**	Kristen Whittaker Humberto Lopez David Lee
☐ TBD (CC)	☒ Debbie Fields (FA)	Rachel Ugale Tania Torres Erica Sanchez
☐ Sherman Lindsey (LPC)	☐ Timothy Druley (SEIU)	Stacey Followill Miguel Alvarez Charlotte Kenny
		Adria Anderson-Kelly

Item	Information/Discussion	Action
	Meeting called to order @ 9:01am	
1.	**Welcome and Quorum Check** *For information*: **Quorum met at 8:58am**	
2.	**Approve Today's Agenda** *(action item)* Prior to voting on whether to approve the agenda, Ann-Marie Fisher notified the committee that it had been revised from the original version sent out earlier in the week as Christy Davis (Chabot)and Kat King (LPC) were erroneously listed as representing their college's Classified Senates but they are not representing their local Classified Senates this semester. Chabot Student Senate President Pedrosa moved to approve the agenda. Nathaniel Rice seconded. The agenda was approved with 6 yeas/0 no/0 abstentions	Approved

3.	**Approve September 9, 2025 Minutes** *(action item)* Chabot Student Senate President Pedrosa moved to approve the minutes. Cathy Gould seconded	**Approved**
4.	**Membership Review** *Information:* CTO Griffin presented. This is a carryover item from the September meeting. This committee is still looking for the following constituencies to be represent here: **Classified Senate:** We should hear soon from each college who will be their representatives on this committee. **Academic Senate:** Chabot Lisa Ulibarri and Thomas Lothian. LPC: Jeff Judd and possibly Sarah Thompson who has yet to confirm.	
5.	**Elections** *(action item)* CTO Griffin thanked Tim Druley for volunteered to be committee tri-chair on the committee in addition to representing Classified professionals throughout the district. The Technology Coordinating Committee charter strives for representation from all constituent groups, classified professionals, administrators and faculty as well as from all areas (District, Chabot and LPC). CTO Griffin asked Lisa Ulibarri if should would like to fill the vacant tri-chair position as it would be ideal and in accordance with our charter to have a Chabot faculty member fill that vacancy. As Professor Ulibarri was the only Chabot faculty member in attendance, CTO Griffin asked if should would be willing to serve if nominated and she should would be willing to do so. Tim Druley (LPC) nominated Professor Ulibarri and Nathaniel Rice seconded and with 7 confirmative votes, Professor Ulibarri became the third tri-chair on the TCC for the 2025 – 26 academic year.	

6.	**Academic Year 2025 -26 Goals**
	Action:
	
	The following goals for the 2025 – 26 academic year were brought forth to the committee by CTO Griffin, VC Fleischer-Rowland, Director Gunderson, Professor Ulibarri, and Cathy Gould with input from Christy Davis and Nathaniel Rice.
	    1. **Annual Review of Accreditation Questions and Reviews:** The efforts of this committee are a big part of accreditation so we should review the accreditation questions and requirements at it pertains to IT. This would be a good orientation to new folks on the committee each year as well as a reminder to the rest of us as to what accreditation is looking for and how the efforts of this committee are a big part of accreditation.
	    2. **Consolidation and Share-out of Evidence for Accreditation:** Vice Chancellor Fleischer-Rowland and Director Gunderson mentioned this as a goal for this committee with regard to supporting standardized district wide college reporting would be helpful for the colleges to look at subcategories for evidence of such things as disaster recovery and the process in place and share out at the end of each academic year.
		Approved

Academic Year 2025 -26 Goals (cont'd)

3. **IT-related Board Policies and Administrative Procedures Touchstones:** It is important that we can take back to our constituent groups what our APs and BPs are as they relate to technology and there are touchstones within other BPS that we need to be made aware of so we can bring that forward to the constituent groups as well. This goal is not about revising the APs and BPs but about informing our groups about the technology aspects of certain APs and BPs. An example would be a BP regarding social media postings. This would also tie to areas of accessibility training, training on what and how to post, what kind of accessibility elements should be included in posts, would this require district, are there materials that could be offered to folks to review be they get approval to do social media posts.

4. **Academic Software Acquisition Procedure:** Professor Ulibarri suggested after a presentation by Christy Davis and Kat King at the Chabot Academic Senate about academic software acquisition, this committee should implement a procedure for acquiring academic software that will help the colleges manage such acquisitions.

5. **Identify and Review District-wide Technology Issues vs. Campus Technology Issues:** Director Gunderson now manages IT at both colleges and this is an opportunity to really define what he handles on one side of his portfolio with college-level items versus what becomes a district-wide item and it is really important that folks become aware of who do you contact for assistance: campus technology services or District ITS.

6. **District-wide AI Policy:** Cathy Gould suggested this committee should issue a recommendation for a general, District-wide policy on the use of AI including training for faculty and staff, the ethical use of it, when to use it, what to not to do with it, what not to upload. Christy Davis concurred and mentioned many AI companies entering the education market are unfamiliar with the level of standards educational institutions are held to with regard to accessibility, student data security, and staff date security and this policy should tie into the Academic Software Acquisition process to ensure the products are fully vetted.

7. **Completion of CVC/OEI:** The completion of the colleges becoming teaching colleges should be completed by the end of this Academic year and we look forward to celebrating that accomplishment.

After the discussion, Nathaniel Rice moved to approve the TCC goals for 2025 – 26 academic year, Tim Druley seconded and the above listed goals were approved with 8 affirmative votes and 0 no votes.

7.	**Academic Software Purchase**	
	Discussion:	
	CTO Griffin presented the information.	
	A flow chart and form have been developed for the acquisition process and shared with both Academic Senates. Special thanks to Christy and Kat for handling Chabot on their own. Both senates have now seen the process and we will show it to this committee at the next meeting then make the recommendation to the Chancellor. The list is comprehensive and will be shared out at the next meeting if there's any changes that need to come out of the Senate, we'll incorporate those into the process.	
	Christy Davis mentioned a request from the Senate in an effort to prevent duplicating efforts and duplicating orders at both campuses, is creating an online location that will allow requestors to view what has already been approved and what's in the process queue.	
	Director Gunderson said they can use a repository for that. Using the repository at LPC as a model, this request will be added to the process.	

8.	**MyPortal/SSB9 Update** *For information:* Rachel Ugale did a demo of the new SSB9 Registration module in Banner. To see the demo, please email Ann-Marie Fisher at amfisher@clpccd.org for the link, or you can view a more in-depth demo that Rachel did on October 17th by clicking this link: https://us06web.zoom.us/rec/share/dVWFGpT89ZG7YdNLtOtVQwqYqWiZCVoEq8wKeSLSkxkzOd1n9fa5sDIG9xN-Rixa.fjc4uKN_JLN9nads	
9.	**CVC/OEI Update** *For information:* CTO Griffin provided the update. We have a joint meeting next week with CVC and we're still on pace for a November cutover. An important item to mention is the integration that happens between the CVC/OEI system and our system is not just a huge lift. It will include getting folks into MyPortal that are not our students and this is not insignificant. It is akin to a separate district coming into MyPortal. Hopefully, in the December TCC meeting, we're crossing this item off of our goals as it is on pace to be completed in November.	

10.	**District ITS News/Updates**
	 Information
	    a. Winter Intersession & Compressed Calendar
	
	    CTO Griffin presented the update.
	
	    While there will be ITS coverage for the Winter Intersession, it needs to be understood that the ITS personnel providing support (HelpDesk and the HelpZone will be manned.) so students the need access or have access issues can contact the Help Zone.
	
	    However, we want to make the following abundantly clear: ***The ITS coverage during Winter Intersession from December 24 – January 1 ITS is on a skeleton crew and NOT OPEN for regular ITS business.*** Please do not reach out to ITS personnel during that timeframe	

11.	**College Technology Committees News/Updates** *Information* CTO Griffin remind the committee that the updates from the College Technology Committees are meant to be brief updates on what happened at their respective committee meetings and not a full report from all those who presented at those committee meetings.	

	College Technology Committees News/Updates (*cont'd*)		
	a. **Chabot College:** Chabot IST was not represented at this meeting but they sent us the minutes from there last meeting which CTO Griffin reviewed with the committee.		
	23Sept2025 IST minutes DRAFT.pdf		
	b. **Las Positas College:** CTO Griffin mentioned the LPC Tech Committee meeting was largely organizational. Tim Druley provided the update. The LPC Tech Committee is in need of a chair for the committee and that position should be filled by the next meeting. The meeting also included updates instructional technology, Distance Ed, and the website. There will be a training on Acquia which is used to check our website for accessibility and the new buzzword is AISEIO which is the future of performing an internet search. Rather than using a web browser, users will enter directly into an AI chatbot. This will be less image intense and more actual content. For more details, please see attached minutes.		
	Technology Committee - Meeting		
12.	**Good of the Order** No one had items for the good of the order.		
	Meeting adjourned at 10:24 a.m. by CTO Griffin **Future Fall 2025 Meetings: Nov 14, Dec 12** **Spring 2026 Meetings: Feb 6, March 13, April 10, May 8**		