Technology Coordinating Committee (TCC) Regular Meeting Minutes
Friday, November 14, 9:00am - 10:30am
Prepared by: Ann-Marie Fisher

Attendance: 11 voting members, 1 non-voting, and 8 guests, total of 20 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 Amanda Green
College Technology Services (2)		**Bargaining Units (2)**	Kristen Whittaker Chasity Whiteside
☐ TBD (CC)		☐ Debbie Fields (FA)	ReVoyda Starling Michael Thompson
☐ Sherman Lindsey (LPC)		☐ Timothy Druley (SEIU)	Erika Dishman Rachel Ugale

Item	Information/Discussion	Action
	Meeting called to order @ 9:02am	
1.	**Welcome and Quorum Check** *For information*: **Quorum met at 9:01am**	
2.	**Approve Today's Agenda** *(action item)* Tri-Chair Tim Druley motioned to approve the agenda. Kat King seconded. The agenda was approved with 6 yeas/0 no/0 abstentions	**Approved**
3.	**Approve October 10, 2025 Minutes** *(action item)* Jeff Judd motioned to approve. Cathy Gould seconded. The October minutes were approved with 6 yeas/1abstenstion by Kat King/0 nos	**Approved**

4.	**Gmail Breach** *(Information)*	
	CTO Griffin and Cathy Gould presented the information to the committee.	
	We have not been notified by Gmail or Google informing us that our domain was included in their massive breach. Cathy Gould reached out to them and they confirmed we would be notified if we were part of the breach, to date, we have not been notified. Google uses AI to look for breaches of somebody's credentials if a breach is detected, automatically resets their password and notifies the user that their password has been leaked on the internet. If certain students were affected by this breach, Google has already dealt with it. At this time, it appears the district was not impacted by this breach.	
	One of the benefits of switching to the cloud, is the security also shifted to our cloud providers who have not notified us any security issues.	
	This will be removed from the December agenda as there aren't any questions or follow-up needed.	
5.	**Review New Accreditation Form Questions** *(Goal 1)*	
	Action:	
	CTO Griffin and Tim Druley presented the information.	
	While there hasn't been sufficient time to completely review the new standards, it is important that people not feel intimidated by the standards or feel as though they have to answer every single one. How people should look at the accreditation standards and then address the ones that actually apply to you and find the evidence of how those standards are being met.	
	At LPC, we track down and examine the evidence and write the narrative. Our committees review agendas and meeting minutes as evidence for the accreditors that what we've been working on is in line with the standards.	
	Stephen Gunderson, Director of Technology Services, added it would be a good idea to include in meeting minutes which accreditation standards are being met with the reports presented in committees. Doing so will make it easier to identify evidence.	
	In addition to agendas and meeting minutes, emails and web pages can also be used as evidence.	
	Discussion ensued about how straightforward this new accreditation is and how it is now designed to help the districts/colleges improve.	
	Moving forward, the action items are to post the accreditation standards onto the TCC website and also in the meeting minutes. Tim Druley will compile the evidence in whatever format required. Goal 1 has largely been met for this year.	
	 Accreditation Standard III.pdf	

| 6. | **Gemini AI**
Discussion:
CTO Griffin presented the information.

AI training continues. The following constituencies have received AI training for ChatGPT: Administrators, Executive Assistants, the heads of senates, and of the senates, presidents and leadership. The state chancellor's office has done a deal with Google to provide a free resource, Gemini as well as Notebook LM to students, faculty, and faculty/classified professional staff.

Administrators have some options available and the Chancellor will ask this group in the future to help evaluate which direction we should go in terms of standardizing on an AI tool.

The update on Gemini AI is that Google recently reached out to our Chief Technology Officer Association with some instructions and some additional information that was not part of the original release. Should we decide to standardize on Gemini it will be because they have an LTI that would plug into Canvas. The Academic Senates will certainly need to have some discussions about this because if one college decides they want the LTI, both colleges get the LTI for Gemini.

Kat King, Distance Ed at LPC, mentioned the need for a discussion on what the decision-making process should look like given the overlap between Distance Ed and technology and the Technology Coordinating Committee and the senates at both colleges.

Nathaniel Rice reminded the committee of the accessibility functionality of some of the AI tools and how incorporating AI into the classroom to assist students instead of tools like Otter could save tens of thousands of dollars in licenses.

Jeff Judd suggested this committee should look at this first as the Senates aren't equipped to do the proper vetting with regard to security and student protections like the Technology Coordinating Committee is. The committee could then pass it onto the Senates to make the decisions and to reach out to the faculty.

Discussion ensued regarding implementation of and moving forward with Gemini AI and the importance of insuring both colleges have the same process including where does the funding come from. Discussions with the Chancellor, Senior Leadership Team (SLT), and Chancellor's Council are needed to raise this on a strategic level as well as developing a policy around such AI tools to include and address usage, security, FERPA regulations, and issues around accessibility.

CTO Griffin is taking this to SLT and will report back to this committee at the December meeting. | |
| 7. | **Academic Software Acquisition Update** *(Goal 4)*
For information:

CTO Griffin provided the update.

Kat King and Christy Davis Roza have made presentations to the Senates and given the feedback received from those presentations, there is still some finalizing needed on the process before we bring it back to this committee so this item will remain on the agenda the process is completed and implemented. Between now and the December TCC meeting, CTO Griffin, Director Gunderson, Kat King, and Christy Davis Roza will meeting again to finalize next steps and how to present to Senior Leadership. | |

8.	**MyPortal/SSB9 Update**	
	For information:	
	CTO Griffin presented the update.	
	To date there have been two dozen demos of SSB9.	
	As of EOD November 13, 2025, out of 6,000 students who were eligible for priority registration, 37% had done so in the first three days of priority registration being open. Because the pool of eligible students year over year has changed, we really cannot compare numbers from last year to this year but CTO Griffin is cautiously optimistic about SSB9 when open registration begins in a couple of weeks.	
	The student resource page received 1,165 hits on the first day it was available thanks to communications being sent to students from PRMG or the college websites. Thanks to the webmasters at both colleges directing everything to a single point with more clear directions. And, thanks to Chasity Whiteside for the "labor of love" updating those instructions as feedback comes in.	
	Administrators and faculty need to remain vigilant about the classes that tend to be targeted by fraudulent enrollees. We are leaning on the vendor to provide some deliverables regarding fraudulent enrollments. We would like to get a list of classes from the colleges with classes that may currently be targeted by bad actors to take to the vendor.	
9.	**CVC/OEI Update**	
	For information:	
	Kristen Whittaker provided the update that we are still on track to meet the goal to have the CVC/OEI up and running on time. This item will remain on the agenda until that time.	
10.	**District ITS News/Updates**	
	Information	
	CTO Griffin presented the update.	
	a. **Winter Intersession & Compressed Calendar**	
	With regard to winter intersession, we need to do some analysis on the fill rates and see how many of those are fraudulent or not.	
	Compressed calendar is now in the hands of the schedulers. Thank you, Rachel Ugale, for getting the compressed calendar to them.	

	District ITS News/Updates (cont'd)	
	b. HelpDesk Evaluations	
	For clarification, this should be HelpDesk Software Evaluations. We want to move off of our current ServiceNow software as they are making the product AI heavy and growing it beyond what our needs are. Sara Woods is currently reviewing internally a couple products. Once she has vetted those products, we'll want to bring together a group to do a deep dive and help with a recommendation on finding the product that's the most perfect fit for the needs of the District.	
	c. District ITS Program Review	
	The District ITS Program Review is published on the Chancellor's website at the district at https://www.clpccd.org/chancellor/programreview.php.	
11.	**College Technology Committees News/Updates** *Information*	
	a. Las Positas College Tim Druley provided the update. They are still looking for a committee chair. Tim has been working with PMRG to share messaging about directing students to the new MyPortal/SSB9 resource page on the LPC homepage and the Chabot homepage. Thanks to Director Gunderson and Steven McGervey for updating the website certs.	
	b. Chabot College October 14, 2025 IST Minutes (1).pdf	
12.	**Good of the Order** Tom Lothian asked if we were paying for commercial certs and if we weren't allowed to use Let's Encrypt. CTO Griffin responded that we pay for commercial certs through Sectigo. We have not looked at Let's Encrypt and there's always a risk switching them over so we have stayed with Sectigo. Tom Lothian also asked about considering Password Manager acquisition for the colleges in the interest of password security. CTO Griffin said we can discuss at the next meeting. Tom Lothian said he prefers Bitwarden as it is on all the platforms and is the least expensive.	

Motion to adjourned made by Nathaniel Rice, seconded by Cathy Gould. **Meeting adjourned at 10:14 a.m. by CTO Griffin** **Spring 2026 Meetings: Feb 6, March 13, April 10, May 8**	