

# Technology Coordinating Committee (TCC) Regular Meeting Minutes

## Friday, December 12, 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)
<input checked="" type="checkbox"/> Bruce Griffin (DO CTO) (non-voting)	<input checked="" type="checkbox"/> Cathy Gould (DO)	<input checked="" type="checkbox"/> Theresa Pedrosa (CC)
<input checked="" type="checkbox"/> Lisa Ulibarri (CC Faculty)	<input checked="" type="checkbox"/> Angela Castellanos (CC)	<input type="checkbox"/> TBD (LPC)
<input checked="" type="checkbox"/> Tim Druley (LPC Classified)	<input type="checkbox"/> TBD (LPC)	
Administration (4)	Academic Senate (4)	Distance Education (2)
<input checked="" type="checkbox"/> Stephen Gunderson (DO)	Lisa Ulibarri (CC)	<input checked="" type="checkbox"/> Christina Davis Roza (CC)
<input checked="" type="checkbox"/> Sara Woods (ITS)	<input checked="" type="checkbox"/> Thomas Lothian (CC)	<input checked="" type="checkbox"/> Kathleen King (LPC)
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input checked="" type="checkbox"/> Jeff Judd (LPC)	
<input checked="" type="checkbox"/> Traci Peterson (LPC)	<input type="checkbox"/> TBD (LPC)	<b>Guests:</b>
		Ann-Marie Fisher Amanda Green
College Technology Services (2)	Bargaining Units (2)	Chasity Whiteside Erika Dishman
<input type="checkbox"/> TBD (CC)	<input checked="" type="checkbox"/> Debbie Fields (FA)	Rachel Ugale
<input type="checkbox"/> Sherman Lindsey (LPC)	<input type="checkbox"/> Timothy Druley (SEIU)	

Item	Information/Discussion	Action
	<b>Meeting called to order @ 9:00am</b>	
1.	<b>Welcome and Quorum Check</b> <i>For information: Quorum met at 9:00am</i>	
2.	<b>Approve Today's Agenda</b> ( <i>action item</i> ) President Pedrosa moved to approve. Cathy Gould seconded Agenda approved with nine yes votes, 0 no votes	<b>Approved</b>

3.	<p><b>Approve November 14, 2025 Minutes (action item)</b></p> <p>Angela Castellanos moved to approve Cathy Gould seconded Minutes approved 6 yes votes, 0 no votes</p>	Approved
4.	<p><b>IT Strategic Plan (Information)</b></p> <p>Tim Druley and Stephen Gunderson agreed the colleges (LPC and Chabot) should have a standardized plan that goes up to the district to ensure lifecycle for computers, servers, and security are embedded into it as well as an annual District review of the standards for ACCJC and also for our Educational Master Plan. The plan should be clear and concise and put each college on the same playing field for standardization.</p> <p>CTO Griffin shared an IT Strategic Plan by Santa Clara County CCD as a reference point for the layout of the CLPCCD IT Strategic Plan that could help both colleges define their IT goals and perhaps make standardization and equipment lifecycles goals that can be applied across both colleges and the district with measures of success being in compliance with district-wide standards. Disaster recovery plans that are regularly tested should also be included in the IT Strategic Plan.</p> <p>In the February meeting, CTO Griffin wants the committee to recommend a process to develop the IT Strategic Plan bearing in mind that the plan's timeline should align with the timeline of other plans (Ed Master Plan, Facilities Master Plan, Accreditation, etc.). It was agreed that the plan should consider a 3-year plan instead of the previous 4-year plan. CTO Griffin will also use AI models to assist in developing the process.</p> <p> <a href="#">tss_strategicplan-fy24-26_updated.pdf</a></p>	
5.	<p><b>ACMM (Accessibility Capability Maturity Model)</b></p> <p><i>Information:</i></p> <p>Christina Davis-Roza explained that the state chancellor's office, in conjunction with the state accessibility group, will send a team of experts to conduct a district-wide assessment, which will be funded and not charged for the service, but they are requiring snacks! The assessment will identify strengths and areas for improvement in accessibility, provide short-term and long-term recommendations, and create a report that will be shared with the TCC and relevant stakeholders. Tim Druley expressed support for the initiative and highlighted the need for clarity on specific accessibility requirements, particularly for websites and Canvas programs.</p> <p>CTO Griffin proposed reopening the agenda to add an action item regarding joining the 25 – 26 Accessibility Capability Maturity Model Cohort, which was approved by the committee with 11 affirmative votes after a motion by Nathaniel Rice, seconded by Cathy Gould. CTO Griffin will write the recommendation and take it to the Chancellor.</p>	

	<p><b>ACMM (Accessibility Capability Maturity Model) cont'd</b></p> <p><b>a. District-wide Accessibility Rollout &amp; Approval Process for Accessibility Tools Created by Wanda Butterly</b></p> <p>Kat King demonstrated this tool which can help streamline the process of making documents accessible. The committee was impressed with this tool and discussed how to best collect and organize evidence for accreditation, with Tim Druley and Stephen Gunderson suggesting creating a central landing page on the district website to clarify which standards require which types of evidence.</p> <p>The playlab link for Wanda Butterly's Accessibility Tool can be found at this link:  <a href="https://www.playlab.ai/project/cm9kk3v8r0l8wojihwqeu50jp">https://www.playlab.ai/project/cm9kk3v8r0l8wojihwqeu50jp</a></p> <p>The conversation ended with an update on AI integration, with Bruce noting that the Chancellor is taking a thoughtful approach, considering both the benefits and potential ethical issues of AI use in the district.</p>	
6.	<p><b>Consolidation and Share-out of Evidence for Accreditation (Goal 2)</b></p> <p><i>Discussion:</i></p> <p>As the de facto “depository” for evidence, Tim Druley provided insight into the issue. Evidence is emailed to him and he organizes the evidence into folders for specific standards onto the college website, which can easily be done on the district site. Tim Druley and Stephen Gunderson then proceed to discuss how to collect, organize and post the evidence within the appropriate areas and who to contact.</p> <p>Tim Druley will work with Amanda Pisani and Chasity Whiteside on getting a landing page created on the district site. Stephen Gunderson will provide Tim with a copy of the template Stephen created to speed up the process. CTO Griffin mentioned the need to also include accreditation liaison officers to make them aware that this is being done on their behalf and he will reach out to VP Forbes to inform her of this project. Further discussion ensued regarding identifying materials considered evidence (emails, agendas, and meeting minutes), accreditation leads, past shared standards, and understanding deadlines and the possible need for a coordinator role to assist with gathering the aforementioned documentation.</p> <p> Accreditation Standard III.pdf</p>	
7.	<p><b>AI Update</b></p> <p><i>For information:</i></p> <p>CTO Griffin provided the update. The Chancellor is building technical competency across the district through training, which has been rolled out to administrators and executive assistants, with plans to extend to classified professionals after the start of the new year, and separate, more specialized sessions anticipated for ITS and college technology staff.</p>	

	<p>The goal is to build district-wide technical and functional competency before developing formal board policies or administrative procedures related to AI.</p> <p>Currently, IT staff are not seeing many support requests related to AI; when users encounter difficulty, they often stop using the tool rather than seek help. This is expected to change as AI becomes more standardized or more widely adopted. Platform differences (Microsoft for staff/faculty vs. Google for students) present additional challenges, especially with state-adopted tools like Gemini, and will require careful planning rather than quick implementation.</p> <p>Discussion ensued regarding faculty's concerns about the lack of district-wide AI policies and guardrails which could lead to wide variation in AI use from complete resistance to potentially problematic practices like feeding student work into AI tools. There is interest in clearer guidance, ethical standards, and renewed activity from the district-wide AI workgroup, but no concrete updates were available.</p> <p>Administrators' early use of AI has highlighted a gap between AI-generated outputs and foundational technical knowledge, especially with "vibe coding," where users rely on AI-generated code without understanding underlying systems. While AI is seen as a powerful productivity tool, there was broad agreement that it does not replace technical expertise and works best as a support tool rather than a standalone solution.</p> <p>More research is needed on this and questions should be addressed through Chancellor's Council representatives.</p>
8.	<p><b>Academic Software Acquisition Update (Goal 4)</b></p> <p><i>Information:</i></p> <p>CTO Griffin provided the update along with input by Kat King who requested a final review of the Academic Software Acquisition form with Christy Davis-Roza, Director of College Technology Stephen Gunderson, CTO Griffin and herself. The final review will include a discussion on where the form will live and based on faculty feedback, collect some resources around it such as what tools have already been vetted at the district to prevent multiple forms being completed only to find out the college(s) already have the software being requested.</p> <p>In addition, there is a need to preventing redundancies in software requests, it is equally important to be transparent with the tools already procured or in the process of being procured to prevent the purchase of multiple software tools from various vendors that essentially do the same thing.</p>
9.	<p><b>SSB9 Update – What's Still to Come</b></p> <p><i>For information:</i></p> <p>CTO Griffin presented the update. Registration for Winter Intersession is looking particularly strong and he thanked everyone who is on the Tuesdays groups, especially the Apps Services team, for the hard work in making registration so successful. Next steps for SSB9 are faculty tools within ClassWeb that are used for entering grades at the end of a semester and using add-drop rosters at the</p>

	<p><b>SSB9 Update – What's Still to Come (cont'd)</b></p> <p>start of the semester. Vice Presidents of instruction have received the rundown on what to use and when and it is CTO Griffin's understanding that the vice presidents have sent that information to their deans and faculty.</p> <p>Grade entry will be available through the end of Fall 2025 grade entry period that ends on January 2, 2026. The switch over to SSB9 will happen later in January. If you are teaching winter intersession and you need your rosters at the beginning of the term, you will use ClassWeb like you always have.</p> <p>Ellucian, who makes Banner, is still working out a change to an update in Banner to allow for W-2s, 1099s, and 1098-Ts which are tax forms due on January 31.</p> <p>Grades for winter intersession will be entered in SSB9 and ITS will reach out to faculty teaching winter intersession on how to enter grades in SSB9.</p> <p>When faculty returns for the Spring 2026 semester, add-drop rosters from SSB9 will be used and ITS will have support site similar to what we have for registration available for faculty. The forms are not nearly as dramatically different as registration was so users will recognize the forms in SSB9 if they're used to SSB8. A reason for the differences in registration was based on feedback users gave Ellucian about SSB8 registration forms and made a lot more changes to those forms.</p>	
10.	<p><b>CVC/OEI Update (Goal 7)</b></p> <p><i>For information:</i> CTO Griffin provided the update.</p> <p>This is a monumental moment as CVC/OEI went live as a teaching college in late November and we have students registering through the CVC/OEI for classes. There are some backend administrative functions that need to be applied but we are a teaching college and our friends at CVC/OEI closed out the project so unless there's something that goes dramatically wrong with CVC/OEI, this item will not be reappearing on our agenda!</p> <p>Kat King thanked all who were instrumental in making this happen and will text Scott Vigallon to let him know his hard work came to fruition!</p>	
11.	<p><b>District ITS News/Updates</b></p> <p><i>Information</i></p> <p>CTO Griffin presented the update.</p> <p><b>a. Winter Intersession &amp; Compressed Calendar</b></p> <p>Registration numbers were very strong during Priority Registration. Fraudulent actors were getting in and the numbers were higher at LPC than Chabot. Typically, the fraudulent numbers have been higher at Chabot.</p>	

## District ITS News/Updates (cont'd)

The Compressed Calendar schedule has been rolled over and the schedulers are working diligently to update the classes for the new term lengths. This is a heavy lift as there is not an automated way to update those classes so their efforts are greatly appreciated. When Ellucian wrote Banner, the idea of switching calendars and updating classes all at once was unimaginable so it was never built into the program to be able to have that functionality.

### b. HelpDesk Evaluations

Sara Woods gave the update. She has looked at four different systems so far and two of them do exactly what we want the program to do in a simpler way that will allow us to do a lot more with it. She is currently building a proposal for the evaluation team. The goal is to determine if we stay with ServiceNow or find a product better suited for our needs.

Currently, ServiceNow continues to add bells and whistles that not only further complicate how the product works, but we simply do not need. ServiceNow also is a platform service and we are looking for a SaaS model.

### c. Overseas Access

An email went out earlier this week regarding overseas access. Overseas access means anybody who will be out of the country during winter break and needs access to Banner, those users will need to acquire a commercial VPN. There is an instructional video embedded in the email that is about seven minutes long, but the part you need is only one minute and 43 seconds which shows you how to log in and select a server from within the United States.

### d. 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>.

### e. District ITS Staffing Update

Next week a new staff member is starting to backfill a position as a Programmer II. Seyed Shiva's first day will be Wednesday, December 17, 2025 and we are looking forward to him joining ITS and bolster our Apps Services staff. CTO Griffin sent an email to the community announcing Kristen Whittaker has stepped down and moved on to other opportunities so we have a request to fill announcement going out next week. That position will remain open until filled due to the difficulty filling it in the past. The first opportunity to review applications for the position will be in February. In the meantime, we are contracting with a third party to come in and backfill that role.

12.

## College Technology Committees News/Updates *Information*

### a. Las Positas College

Tim Druley provided the update. LPC recently went live with some winter intersession pages regarding support for students and what's available during winter intersession. Those pages are still being discussed in spite of having "gone live" due to some tweaks that are needed. Christy Davis-Roza added she will keep an eye on the changes Tim Druley mentioned so she can make sure Chabot's Winter Intersession page mirrors LPC's page.

	<p><b>College Technology Committees News/Updates (cont'd)</b></p> <p><b>b. Chabot College</b></p> <p>CTO Griffin provided the update. District ITS, College Technology, FIT, and COOL (Committee on Online Learning, Chabot's version of the Distance Ed Committee) all gave updates. An interesting conversation was had regarding how the IST committee fits in the overall program review process and where the appropriate feedback points should come from. There is an analysis of what has and hasn't worked in the past and what improvements need to be made.</p>	
13.	<p><b>Good of the Order</b></p> <p>Traci Peterson was asked by an attendee at her Adult Ed MAC meeting why we are not allowed to use Google products. Was it due to data breach or a privacy issue?</p> <p>CTO Griffin said the answer is nuanced. Students are in the Google Suite for Education so their email is Gmail. That decision was made prior to Microsoft getting into the student email collaboration suite business. However, moving faculty, classified professionals, and administrators to Microsoft 365 suite was a unanimous decision as it is the standard for those three constituent groups.</p> <p>Google products can be problematic because if someone puts up a form in Google Forms from their personal Gmail account, it collects data. Should that person separate from the district, all of that data still sits in their personal account. Same applies to Google Drive. The data collected technically belongs to the district as its intellectual property which is why we don't use Google products for those constituencies.</p> <p>Traci Peterson also asked about sharing dual enrollment information collected via Google Forms with admissions and records and since that falls under FERPA, CTO Griffin referred Traci to Dean Tamica Ward for insight and guidance.</p>	
	<p><b>Meeting adjourned at 10:39 a.m. by CTO Griffin</b></p> <p><b>Spring 2026 Meetings: Feb 6, March 13, April 10, May 8</b></p>	