

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 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 type="checkbox"/> Jeff Judd (LPC)	
<input checked="" type="checkbox"/> Traci Peterson (LPC)	<input type="checkbox"/> TBD (LPC)	
		Guests:
		Ann-Marie Fisher Ulyssa Rivas
College Technology Services (2)	Bargaining Units (2)	Tania Torres Erika Dishman
<input type="checkbox"/> TBD (CC)	<input type="checkbox"/> Debbie Fields (FA)	Chasity Whiteside Carra Moore
<input type="checkbox"/> Sherman Lindsey (LPC)	<input type="checkbox"/> Timothy Druley (SEIU)	Brian Goo Amanda Green

Item	Information/Discussion	Action
	Meeting called to order @ 9:01am	
1.	Welcome and Quorum Check <i>For information: Quorum met at 9:01am</i>	
2.	Approve Today's Agenda (action item) Nathaniel Rice made a motion to approve President Pedrosa seconded The agenda was approved with 8 yes votes, 0 no votes, 0 abstentions.	Approved
3.	Approve February 6, 2026 Minutes (action item) President Pedrosa made a motion to approve February minutes. Kat King seconded. The minutes were approved with 10 yes votes, 0 no votes, 0 abstentions.	Approved

<p>4.</p>	<p>IT Strategic Plan (Information) CTO Griffin provided the updated.</p> <p>Along with Dr. Samra from LPC and Director Goo at Chabot, the process of vetting questions for the survey to help inform the strategic plan process. Information gathering will take place this spring, the writing of the strategic plan will take place over the summer. Presentation for review and acceptance of the plan as well as approval by the board will take place in the fall.</p> <p>The purpose of the survey is to capture ideas and needs from folks across the district so that a comprehensive IT strategic plan can be implemented that best serves the entire district. Students and employees will receive separate surveys to better capture the ideas and needs of each constituency.</p> <p>Surveys will be rolled in April so that we can get the information back and reported to this committee by the end of the term.</p> <p>A discussion ensued regarding the survey should also include questions around tools for instructional technologies and what tools are needed to support online learning and academic integrity concerns, as well as the rise of AI. Given the timing may be off as such tools are purchased in June but it would be beneficial to have these matters addressed by the survey.</p>	
<p>5.</p>	<p>IT-related Board Policies and Administrative Procedures Update (Goal 3 & 4) <i>For information:</i> CTO Griffin provided the update.</p> <p>There are two focused policies and two focused procedures specific to what IT does within Chapter 3 – General Institution of the district’s board policies (https://www.clpccd.org/policies/chapter3.php). The district uses templates from the Community College League of California (CCLC) which have been vetted by attorneys.</p> <p>The board policy is a placeholder of sorts that provides a broad level of the topic and the administrative procedure provides the details.</p> <p>Board Policy 3720 (BP 3720) and its corresponding Administrative Procedure 3720 (AP 3720) address computer network use, what is and is not allowed by employees and students using district computers and networks. Please click below to view BP 3720 and AP 3720 in their entirety.</p> <p>Among the chief takeaways is to not use district computers and networks for a user’s own commercial or political use, unless it involves faculty educating about a political topic, which clearly is not a violation of BP 3720 or AP 3720.</p> <p>A good rule of thumb is to remember that if you cannot something is unlawful to say face-to-face, it is also unlawful to say online.</p> <p>https://www.clpccd.org/policies/files/docs/BP3720.pdf</p> <p>https://www.clpccd.org/policies/files/docs/AP3720.pdf</p>	

	<p>IT-related Board Policies and Administrative Procedures Update <i>(Goal 3 & 4) cont'd</i></p> <p>Board Policy 3725 (BP 3725) and Administrative Policy 3725 (AP 3725) address Information and Communications Technology Accessibility and Acceptance Use. This is policy is the impetus for the Accessibility Taskforce and states our desire to meet accessibility standards and compliance. Please click the links below to view and BP 3725 and AP 3725 in their entirety.</p> <p>https://www.clpccd.org/policies/files/docs/BP3725.pdf</p> <p>https://www.clpccd.org/policies/files/docs/AP3725.pdf</p> <p>Within the district board policies under Business and Fiscal Affairs is Administrative Policy (AP6365) Contracts – Accessibility of Information Technology. This does not have a corresponding Board Policy. We are going to meet with the Purchasing department to make sure they are adhering to this and that our contracts with vendors contain the following provision:</p> <p>"The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the district from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement."</p> <p>https://www.clpccd.org/policies/files/docs/AP6365.pdf</p> <p>A brief discussion ensued regarding if the above listed statement within AP 6365 would negatively impact purchases with vendors. It is hopeful via a discussion with Purchasing, may clarify which contracts are/will be impacted and how best to move forward. For instance, this language may not be needed from a publisher. More to come as work arounds may be needed.</p>	
6.	<p>Identify and Review District-wide Technology Issues vs. Campus Technology Issues <i>(Goal 5)</i></p> <p><i>For information:</i> CTO Griffin and Director Gunderson provided the information.</p> <p>Essentially, the best way to determine if you should contact College Technology on your campus or District ITS, is as follows:</p> <p>If the problem you are experiencing at your college is one of the following inside the room you are in: an issue with a jack, the connection between your desk and the projector, an AV unit in a cabinet, your telephone, those are College Technology issues.</p> <p>If you are looking for a file you backed up from your desktop at the college, that is also a College Technology issue because College Technology backs up the server located at the college.</p>	

	<p>Identify and Review District-wide Technology Issues vs. Campus Technology Issues (Goal 5) (cont'd)</p> <p>If the problem has to do with the network or servers in building 1900 at LPC or in the cloud with Oracle, that is a district responsibility. Banner and email are good examples of a district ITS issue.</p> <p>Maybe you are in Banner but cannot print. If the printer is the problem, that's College Technology. If it is a Banner issue, that is a district ITS issue. In such an instance, both sides will work together to resolve the issue.</p> <p>Although the websites are in the cloud, and not technically at the college, they belong to the colleges. So, if you are experiencing issues with the website, you would contact the webmaster for the college and not College Technology or district ITS.</p> <p>As Tri-Chair Druley pointed out, another blurry area is Azure (delivery system). The colleges and district ITS work together to ensure applications get delivered where they need to be.</p> <p>Please note, the district does not back up your desktop. Please save all your documents to the shared drive and/or network drives which are backed up.</p>	
7.	<p>District-wide AI Policy Update (Goal 6) <i>For information:</i> CTO Griffin provided the update.</p> <p>This is still moving through Chancellor's Council. While the district continues to work on an AI policy, in order to take into account, the variety of constituencies and perspectives, the policy will be multifaceted. The policy will need to address usage, benefits, and impacts of student and faculty use which could be different for each group.</p> <p>Classified professionals may be concerned with how AI affects their jobs, or how to maintain system security with AI.</p> <p>The policy will really need to address a broad scope of issues such as how AI is used in the classroom and so it is important that the academic and faculty senates need to weigh in on the policy. At the moment, the policy is being developed thoughtfully rather than quickly.</p> <p>Kat King and Tri-Chair Druley pointed out that while it is important to be thoughtful about the policy, it is equally important that a broad-based policy be implemented soon to prevent users from diving in and testing the waters as well as preventing AI agents from getting W numbers and passwords and causing mischief in Banner, etc.</p> <p>CTO Griffin will take these concerns to the Chancellor's Council. Meanwhile, CTO Griffin informed the committee that controls are already in place regarding accessing our systems and protecting the privacy of specific systems. In the absence of an AI policy, please refer to the administrative procedures discussed in agenda item five this morning stating that users cannot give access to Banner to anyone, including AI systems.</p>	

	<p>District-wide AI Policy Update (<i>Goal 6</i>) (<i>cont'd</i>)</p> <p>As Tri-Chair Druley mentioned, AI is built into some systems such as Copilot is built into Outlook. However, CTO Griffin reminded the committee that while AI is being built into some software, that does not give the software carte blanche access as there are still terms and conditions around its use.</p> <p>Discussion ensued regarding FERPA information and AI and reinforcing the need to get a broad-based AI policy implemented by the district while the Chancellor's Council firms up a more comprehensive and thoughtful policy that includes our current technology policies.</p>	
8.	<p>Consolidation and Share-out of Evidence for Accreditation (<i>Goal 2</i>)</p> <p><i>For information:</i> CTO Griffin provided the update.</p> <p>Work continues at the colleges and we will do a more comprehensive review at our last meeting in May to wrap this up.</p>	
9.	<p>Academic Software Acquisition Update (<i>Goal 4</i>)</p> <p><i>Discussion:</i> CTO Griffin provided the update.</p> <p>There is an upcoming meeting with Purchasing regarding this, and once they are onboard, we want to test the process with stress tests to make sure everything will work.</p>	
10.	<p>SSB9 Update</p> <p><i>For information:</i></p> <p>a. Faculty Rollout & Rosters</p> <p>The upcoming demos are really training sessions on how to use the new tool that's part of SSB9. We need to be off of the ones currently ones, ClassWeb/SSB8 by the end of the month. Faculty rosters in SSB9 is similar to what you're used to but some of the usage is a little different.</p> <p>Chasity Whiteside, Amanda Pisani, Stacey Followill, and Rachel Ugale have done a great job getting this ready. The demos/training are only an hour and that includes time for questions. The demos will be recorded so you can watch the demo and there will be a support page similar to what we have for SSB9.</p> <p>The cut over will be March 20 and a major update will be March 28.</p> <p>The reason to upgrade to SSB9 is Ellucian no longer supports SSB8 so if something goes wrong, Ellucian will not help us resolve it. SSB9 is not as customizable as SSB8 and with new requirements coming from the state regarding reporting and processing with MIS, there will be a great deal of work unwinding our customizations and we need to acknowledge that the world is change with regard to our ERP system and we need to respond to that.</p>	

	<p>SSB9 Update <i>(cont'd)</i></p> <p>Tim Druley mentioned cards in MyPortal had changed and he was caught off guard so he would like meeting to resume between ITS and webmasters on upcoming changes so that webmasters could make sure instructions were published in coordination with card changes.</p> <p>Tim Druley also informed the committee that during a Classified Senate presentation with Kat King and Wanda Butterly, it was brought to their attention that screen readers are not potentially working with the register section of MyPortal which is problematic. It appears to be an Ellucian problem, but we will test to verify.</p> <p>Nathaniel Rice recommended NVDA as a testing option for screen readers.</p>	
11.	<p>CVC/OEI Review <i>(Goal 7)</i> <i>For information:</i></p> <p>CTO Griffin asked if there were any updates.</p> <p>Christina Davis Roza mentioned the need for meetings with A&R, counseling, etc., because some students were getting stopped for a prerequisite issue. However, if meetings could resume with the various groups involved in the process in order to identify how to address this situation so students could get the classes they need.</p> <p>CTO Griffin agreed to resume meetings and Christy Davis Roza would coordinate with Kat King to develop a list of issues.</p>	
12.	<p>District ITS News/Updates <i>For information</i></p> <p>CTO Griffin presented the update.</p> <ul style="list-style-type: none"> a. Canvass Archiving Update A funding source is currently being sought. b. HelpDesk Software Update Zendesk is a good product but we are working with them on the pricing. If they won't come down on pricing, we're look elsewhere. c. District ITS Staffing Update We won't have anything official to report regarding which employees are taking the SERP until March 31st. Please be aware that we are going to have to bring new people in and train them and that will affect our capacity for a while and I know other departments will be in the same situation. ITS and College Technology are committed to providing staffing overlap to make sure somebody is able to provide support to the various constituencies. 	

13.	<p>College Technology Committees News/Updates <i>For information</i></p> <p>a. Las Positas College Tim Druley and Kat King provided the update. Regarding the website, if you are in the newer template, with regard to accessibility, you should be fine. There were some bugs found by users which need to be fixed, but overall, the LPC website is in a good spot.</p> <p>Tim Druley is currently updating faculty and staff profiles. There is a potential deadline overlap which may not be made. The Accessibility deadline and LPC door card deadline are at the same time and Tim has notified Dr. Foster that he cannot make both deadlines. More to come.</p> <p>Kat King continues to support Canvas, OEI, and AI policy on campus. She continues to make sure all classified, faculty, and administrators are aware of the web accessibility standards and trying to curate training resources.</p> <p>In coordination with Christy Davis Roza and Chabot faculty, Kat King is piloting a potential new tool for secure online exams.</p> <p>b. Chabot College Tom Lothian provided the update.</p> <p>With the assistance of Director Gunderson, they tackled the long list of tech requests from PAR and currently have it down to 14 requests. It is anticipated to have completed the request list by the next Chabot IST meeting.</p>	
14.	<p>Good of the Order</p> <p>CTO Griffin mentioned another ITS position for Admin Systems Analyst II which will primarily focus on CRM Advise and CRM Recruit. Because we have other admin systems analysts, they may slide into this role, so it may be something that backfills what they do. If nothing else, it provides the capacity to support the customer relationship management systems that we have.</p> <p>We also have an IT Project Coordinator position that's going to board. This is a new job description within IT that's really going to help us around change management and communication of projects and statuses, and the things people always want to know more about.</p> <p>Tom Lothian dropped this link in the chat https://www.cisa.gov/cyber-hygiene-services for a cyber hygiene service. The scope for who is eligible for the service is expanding and we may be eligible. It may be a good fit for the colleges and district to consider the service.</p>	
	<p>Meeting adjourned at 10:22 a.m. by CTO Griffin</p>	

Spring 2026 Meetings: April 10, May 8 Fall 2026 Meetings: Sept 11, Oct 9, Nov 13, and Dec 11	
---	--