Technology Coordinating Committee (TCC) Regular Meeting Minutes
Friday, September 11, 2026 9:00am - 10:30am
Prepared by: Ann-Marie Fisher

CHABOT LAS POSITAS COMMUNITY COLLEGE DISTRICT

Attendance: 12 voting members,1 non-voting, and 10 guests, total of 23 attendees. *(note: 8 voting members required to meet quorum)*

Chairs (3)	Classified Senate (3)	Student Senate (2)
☒ Stephen Gunderson (DO CTO) (non-voting)	☒ Cathy Gould (DO)	☐ TBD (CC)
☒ Lisa Ulibarri (CC Faculty)	☒ Wendy Poling (CC)	☐ TBD (LPC)
☒Tim Druley (LPC Classified)	☐ TBD (LPC)	
Administration (4)	**Academic Senate (4)**	**Distance Education (2)**
☒ Nathaniel Rice (CC)	☐ Lisa Ulibarri (CC)	☒ Christina Davis Roza (CC)
☒ Traci Peterson (LPC)	☒ Thomas Lothian (CC)	☒ Kathleen King (LPC)
☒ Sara Woods (DO)	☒ Jeff Judd (LPC)	
☒ Wendy Pinos (DO)	☐ TBD (LPC)	**Guests:**
		Ann-Marie Fisher Ron Gerhard Angela Castellanos John Gonder
College Technology Services (2)	**Bargaining Units (2)**	Rachel Ugale Amanda Green
☐ TBD (CC)	☒ Ted Lee (FA)	Chasity Whiteside Sam Franks
☒ AJ Malaca (LPC)	☐ Timothy Druley (SEIU)	DeAna Anderson Chris Rice Nikie?

Item	Information/Discussion	Action
	Meeting called to order @ 9:01 am	
A.	**Welcome and Quorum Check** *For information*: **Quorum met at 9:01am**	
B.	**IPBM Survey Review** *For information:* Chancellor Gerhard presented the results of the IPBM Survey which can be found here: CLPCCD IPBM Survey 2025-26.pdf	

C.	**Introductions, Tri-Chair Selection, and Membership Review** *(Information)* Beginning with Acting CTO Gunderson, all attendees introduced themselves followed by a review of committee members as of May 2026 and new committee members were welcomed. Please go to the TCC website for a current list of committee members at: https://districtazure.clpccd.org/tcc/membership.php Acting CTO Gunderson asked if anyone was interested in becoming or remaining a tri-chair. Tim Druley and Lisa Ulibarri both said they would like to continue as tri-chairs. Kat King nominated Tim Druley, Jeff Judd second. Cathy Gould nominated Lisa Ulibarri and Wendy Poling second. The vote to confirm Lisa Ulibarri and Tim Druley as returning tri-chairs passed with 8 yeas/ 0 no / 0 abstentions.	
D.	**Approve Today's Agenda** *(action item)* Nathaniel Rice moved to approve today's agenda, Cathy Gould second Agenda was approved with 9 yeas/0 no/ 0 abstention	**Approved**
E.	**Approve May 9, 2026 Minutes** *(action item)* Tim Druley moved to approve the minutes, Nathaniel Rice second Minutes from the May 9th meeting were approved with 7 yeas/ 0 no / 2 abstentions	**Approved**
F.	**Review of Charge** *(Discussion)* In reviewing the Committee Charge, it was agreed by the committee that it is too long, too cumbersome, and needs revision. The committee will review the current Charge and share their input at the next meeting with the intent of making the Charge leaner and more impactful. Click the link below to view current Committee Charge. https://www.clpccd.org/tcc/index.php	
G.	**Academic Software Purchase** *(Discussion)* Acting CTO Gunderson reviewed the status of the Academic Software Purchase process. Since May 2026, the proposed process has been presented to various groups for review and testing, including Academic Senate. The process is being expanded to address Canvas LTI requests, particularly the transition from LTI 1.1 to LTI 1.3, which requires district-level installation and may affect the entire Canvas environment. Discussion ensued to include incorporating HECVAT reviews for cybersecurity/data privacy and VPAT reviews for accessibility compliance. The existing request form is reportedly with Executive Leadership for final review, but its current status is unknown. The group also identified the need to address vendors adding AI functionality to instructional software and agreed that Academic Services should participate because of the instructional implications.	

Academic Software Purchase *(cont'd)*

An automated scoring and tracking system for HECVAT and VPAT reviews was discussed. West Valley CCD's Excel-based approach was identified as a possible model. The system should document due diligence, track previously reviewed vendors, and include periodic reassessment because compliance results should not remain valid indefinitely.

Given the urgency of upcoming faculty textbook/material adoption deadlines and the possibility of new LTI requests, the committee emphasized developing the process quickly and communicating requirements clearly to faculty.

The committee also discussed creating a ***SharePoint site*** to track committee projects and document procedures. A proposed workflow would use small work groups for initial development, followed by a secondary review group and then full committee review and recommendation.

H. **Monthly Updates**

1. **District ITS News/Updates – Technology Planning**
Acting CTO Stephen Gunderson provided the update

Acting CTO Stephen Gunderson reported that District ITS will streamline College Technology Services updates at this committee, focusing on major updates at the beginning of the academic year and year-end project accomplishments. Committee-level updates will continue. Staffing remains a major priority following SERP impacts, and the CTO is assessing ITS operations and priorities to develop a comprehensive action plan.

2. **Apps Services Update**
Cathy Gould provided the update

Apps Services is preparing for the loss of four employees through the SERP by restructuring workloads and developing an ERP roadmap. Argos X has been installed in the development environment and will soon require user testing. An upgrade to the BDM Document Management System is also underway. The team continues to asses longer-term staffing and operational solutions, with additional information expected by spring.

3. **Network Services Update**
Wendy Pinos (Bond Project Manager and Acting College Technology Services Director) provided the update

Major bond-funded infrastructure upgrades are underway, including next-generation network connectivity and new firewalls. Wendy Pinos and the networking team, including Anthony Seung, are coordinating architecture, purchasing, and implementation. Significant infrastructure changes are anticipated within approximately four months.

Monthly Updates (cont'd)

4. **College Technology Service Update**
   Wendy Pinos and Acting CTO Gunderson provided the update

   Wendy Pinos is overseeing College Technology Services at both colleges in addition to her bond project responsibilities. Each college has a substantial project list covering PC lifecycle replacements, AV upgrades, infrastructure improvements, and routine support. District ITS intends to provide a year-end report of completed projects.

5. **College Technology Committees News/Updates**
   a. **Las Positas College**
      LPC has not yet met for the year, so there isn't an update.

   b. Chabot College
      Lisa Ulibarri provided the update.

      Discussions focused on technology requests associated with program review and the need to distinguish hardware/project requests from software acquisition requests. CTO Gunderson suggested that Chabot consider a process similar to LPC's instructional equipment request process.

      Interim guidance was provided: existing software should be requested through deans using the original FOAP; lifecycle computer replacements are generally addressed through existing inventory planning; new software should go through the dean with ITS involvement for vetting; and other technology/project requests should be coordinated with College Technology Services.

      The group clarified that ServiceNow is intended for operational support incidents, such as malfunctioning computers or projectors, rather than new technology projects. Projects should originate through supervisors/deans and leadership so technology, facilities, funding, and implementation requirements can be coordinated.

      Some temporary guidelines are as follows:
      - Software requests for currently used software should be submitted to our deans, utilizing the original FOAP
      - Replacement upgrade computer requests are likely already accounted for in Chabot's inventory, and we're going to be going through that lifecycle process of replacing those systems.
      - New software requests need to be submitted to the dean and let ITS know about them for proper vetting.
      - Any other technology requests, reach out to Acting Director Wendy Pinos and Acting CTO Stephen Gunderson or College Technology Services.

	Ad hoc item Goals *(Discussion)* Acting CTO Stephen Gunderson initiated a discussion regarding the committee's goals for the year. He expressed a preference for goals to develop organically from the committee's identified needs and priorities, rather than treating existing projects, such as the Software Purchase process or SharePoint site, as goals themselves. The SharePoint site could instead serve as a tool for documenting potential goals and tracking progress throughout the year. It was suggested that the committee first clarify its role, purpose, and responsibilities. The upcoming review of the Committee Charge provides an opportunity to define that role and use it as the basis for establishing achievable annual goals. Goal-setting should be a collaborative committee process rather than being determined by the CTO. Goals should reflect issues and challenges identified at both the college and district levels and provide measurable outcomes that can be assessed at year-end as addressed, partially addressed, or completed.	
J.	**Good of the Order** The committee discussed several technology and operational issues requiring follow-up. **Zoom Recording Retention:** Kat King raised concerns about changes to Zoom's recording retention practices and the need for a district-wide approach to managing recordings. The committee may need to establish a retention policy and communicate expectations to users. Acting CTO Stephen Gunderson suggested incorporating this topic into the committee's SharePoint goals under Basic Data Management and holding a separate discussion to explore the issue further. **ZoneMail / Chrome Extensions:** Tom Lothian reported that students and instructors using ZoneMail while signed into Google Chrome are unable to use browser extensions, including spellcheckers and password managers, because of current extension restrictions. Further investigation is needed to determine whether the restriction stems from the District's ZoneMail configuration or Google. Gunderson recommended submitting a HelpDesk ticket so Apps Services can investigate. **ZoneMail Domains:** Lothian also raised a separate issue concerning domains covered under the District's educational environment. Because of its complexity, Lothian and Gunderson will discuss the matter separately. **Canvas API:** Christy Davis Roza asked Lothian to contact her and Kat King regarding a Canvas API issue so they can provide assistance.	

	Good of the Order *(cont'd)* **Committee Meeting Coverage:** CTO Gunderson advised the committee that he has existing commitments that may occasionally prevent him from attending meetings. Tim Druley and Lisa Ulibarri will lead committee meetings when he is unavailable.	
	Motion to adjourn made by Tim Druley, Lisa Ulibarri second motion carried with 11 yeas/ 0 no **Meeting adjourned at 10:20am** **Fall 2026 Meetings: Oct 9, Nov 13, and Dec 11**	