

Attendance: 7 voting members, 1 non-voting, and 7 guests, total of 15 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)	Christina Davis (CC)	<input type="checkbox"/> Theresa Pedrosa (CC)
<input checked="" type="checkbox"/> Christina Davis (CC Classified Supervisory)	<input checked="" type="checkbox"/> Rachel Ugale (DO)	<input type="checkbox"/> Vacant
<input checked="" type="checkbox"/> Bill Komanetsky (LPC Faculty)	<input checked="" type="checkbox"/> Scott Vigallon (LPC)	Guests:
Administration (4)	Academic Senate (4)	Ann-Marie Fisher Angela Castellanos
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input type="checkbox"/> Miguel Colon (CC)	Cathy Gould Audrey Webb
<input type="checkbox"/> Stephen Gunderson (LPC)	<input type="checkbox"/> Lisa Ulibarri (CC)	Chasity Whiteside Roseann Renzullo
<input type="checkbox"/> Kristen Whittaker (ITS) (non-voting)	<input checked="" type="checkbox"/> Carlos Moreno (LPC)	Steven McGervey
Bruce Griffin (DO)	<input type="checkbox"/> Jeff Judd (LPC)	
College IT Managers (2)	Bargaining Units (2)	
<input checked="" type="checkbox"/> Sara Woods (CC)	<input type="checkbox"/> Debbie Fields (FA)	
Stephen Gunderson (LPC)	<input type="checkbox"/> Timothy Druley (SEIU)	

Item	Information/Discussion	Action
	Meeting called to order @ 9:02am did not meet quorum but recorded for informational purposes.	
1.	Welcome and Quorum Check <i>For information:</i>	
2.	Approve Today's Agenda Agenda not approved as quorum was not met	No Action
3.	Approve April 14, 2023 Minutes Agenda not approved as quorum was not met	No Action
4.	IPBM Committees Transition from ClassWeb to BoardDocs (Maisha Jameson) <i>Discussion:</i> This item was skipped due to last minute scheduling conflict for Maisha Jameson.	

<p>5.</p>	<p>Review Key Performance Indicators (CTO Griffin) <i>Information:</i></p> <ul style="list-style-type: none"> a. Service Request Closures (Service Now) <ul style="list-style-type: none"> • Annual Volume of Service Requests 2018 – 2023 • Peak Requests 2,939 in 2022 • Low Requests 1,412 (Q1 & Q2 2023) • 2023 on pace for 700 ticket reduction b. Security Investigations by Week <ul style="list-style-type: none"> • Not necessarily security incidents • Could be antivirus catches or if emails are being sent to trash erroneously • 47 ticket incidents between April 9 – May 7, 2023 • 74 monthly data point investigations c. Security Reports Implemented Progress <ul style="list-style-type: none"> • Cisco VPN • Office 365 • Amazon Web Services Security Review – runs external vulnerability for CLPCCD • External Vulnerability Review • Planned Security Reports • OKTA Single Sign On d. My Portal Activations (formerly Ellucian Experience) <ul style="list-style-type: none"> • Invitations Sent – 23,111 • Accounts Activated – 2,942 • Current Rate – 13% • Shows need for additional marketing campaign • September 2023 – ClassWeb “classic” will go away e. Purchasing Volume <ul style="list-style-type: none"> • FY 20-21 <ul style="list-style-type: none"> ○ 138 Purchase Requisitions • FY 21-22 <ul style="list-style-type: none"> ○ 184 Purchase Requisitions • FY 22-23 (Q1 & Q2 only) <ul style="list-style-type: none"> ○ 174 Purchase Requisitions ○ Almost double previous years f. Staffing <ul style="list-style-type: none"> • Based on FTE (faculty, staff, & students) of 15,000 • Educause Range of 4.4 – 6.9 ITS staff per 1,000 FTE • Current CLPCCD Staffing equals 43 staff <ul style="list-style-type: none"> ○ Includes DE & Web Support • Educause Ratio yields 66 staff 	
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	<p>Review Key Performance Indicators (CTO Griffin) cont'd</p> <ul style="list-style-type: none"> • Staffing shortfall equals 23 	
6.	<p>ITS Program Review (Presented by CTO Griffin) <i>Information:</i></p> <p>The ITS Program Review covered many of the topics previously discussed in the meeting as well as:</p> <ol style="list-style-type: none"> a. Org Chart that will be updated in September 2023 b. Staffing Ratio c. Roles of IT personnel (who does what Cliff Notes version) <ul style="list-style-type: none"> • Applications Staff: Enterprise Systems (hardware & software), Oracle databases, and application systems for Banner and the third-party software products that interface with Banner. This team is understaffed. • Network Staff: Supports the infrastructure, desktops/laptops, general servers, Help Desk, and Web. This team is terribly understaffed. d. Planning – Initiatives and District-wide technology plans (Board approved in November 2022 & recognized by Chief Information Systems Officer Association (CISOA) for excellence in planning. <ul style="list-style-type: none"> • Initiative #1: Maintain a Current Technical Environment • Initiative #2: Improve the Student Experience • Initiative #3: Advance Teaching and Learning • Initiative #4: Improve Operational Efficiency • Initiative #5: Continually Enhance Data Security e. Future Planning <ul style="list-style-type: none"> • Network Upgrade – Measure A • Merge Degree Works into single instance • Migrating Banner to the Cloud • Upgrade network firewalls 	
7.	<p>Ongoing Project Review & Update <i>Information:</i></p> <p>These items were previously discussed in the meeting.</p> <ul style="list-style-type: none"> • My Portal <ul style="list-style-type: none"> ○ Will move to more highly developed cards rather than links • Network upgrade • New firewalls for each campus • Multi-factor Authenticator for the colleges <ul style="list-style-type: none"> ○ Fall 2023 ○ Prevents overseas hackers from signing in 	

8.	<p>CVC/OEI Exchange Update (Scott Vigallon) <i>Information:</i></p> <ul style="list-style-type: none"> a. There are 33 teaching colleges but by the end of the FY, there will be 40 b. Superglue is the next big step so that we can connect to CVC/OEI **Scott Vigallon and Christy Davis both commented on what an outstanding job Stacey Followill has done on this project and CTO Griffin wanted Stacey’s recognition noted in the meeting the notes. ** 	
9.	<p>Guided Pathways News/Updates <i>Information:</i></p> <ul style="list-style-type: none"> a. Chabot College & Las Positas College Chabot College: Christy Davis provide update. Along with Scott Vigallon and Stacey Followill, Christy Davis met with Sierra College about how they handled Guided Pathways. <ul style="list-style-type: none"> • Sierra College no longer shows separate title or shell for each area of interest. • Sierra College is moving toward implementation • Sierra College were able to get their students into their specific shells automatically • Spring 2024 Sierra should be able to get their students into Canvas shells Las Positas College: Scott Vigallon provided update <ul style="list-style-type: none"> • LPC wants to create Canvas course for each of the eight Guided Pathways and another for undecided students. However, Sierra College found that confused students. Students were unable to tell the difference from major and Pathway so the school ended up creating one canvas shell for all students and then branching them out to starfish with a button for each of their pathways. The student would then click on the button and it would bring them out of Canvas to their starfish then to Advise. The question is could they have done that on a website? Students already go into Canvas from the classroom so they are looking into other ways to handle it themselves. b. District, CRM Recruit, CRM Advise, & Degree Works: CRM Recruit: Previously discussed earlier in the meeting 	
10.	<p>District ITS News/Updates <i>Information:</i></p> <p>All news/updates were discussed earlier in the meeting. CTO Griffin asked if there were any questions, hearing none, we moved on to the next agenda item.</p>	
11.	<p>College Technology Committees News/Updates <i>Information:</i></p> <ul style="list-style-type: none"> a. Las Positas College & Chabot College No updates were shared 	
12.	<p>Farewell to Bill Komanetsky</p>	

	CTO Griffin read a poem in iambic pentameter expressing our collective appreciation, respect, and fondness for Bill Komanetsky as well as how much Bill will be missed.	
13.	<p>Good of the Order</p> <p><i>Discussion:</i></p> <p>Ann-Marie Fisher reminded the CTO that we need to discuss future fall 2023 dates and CTO Griffin. At the next meeting, this committee needs to vote on whether to meet either in November or December or keep both meetings.</p>	
	<p>Meeting Adjourned at 9:39am without a vote as we did not meet quorum.</p> <p>Future Fall 2023 Meetings: Sept 8, Oct 13, Nov 17, Dec 8</p>	