

Attendance: 11 voting members, 2 non-voting, and 17 guests, total of total 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 checked="" 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 Roseann Renzullo
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input type="checkbox"/> Miguel Colon (CC)	Audrey Webb Angela Castellanos
<input type="checkbox"/> Stephen Gunderson (LPC)	<input checked="" type="checkbox"/> Lisa Ulibarri (CC)	Chasity Whiteside ReVoyda Starling
<input checked="" type="checkbox"/> Kristen Whittaker (ITS)	<input checked="" type="checkbox"/> Carlos Moreno (LPC)	Thomas Dowrie Trish Avila
Bruce Griffin (DO)	<input checked="" type="checkbox"/> Jeff Judd (LPC)	Cathy Gould Nadiyah Taylor
College IT Managers (2)	Bargaining Units (2)	Heidi Ulrich Wayland Wong
<input checked="" type="checkbox"/> Sara Woods (CC)	<input checked="" type="checkbox"/> Debbie Fields (FA)	Kristy Woods Tina Inzerilla Heather Hernandez
Stephen Gunderson (LPC)	<input checked="" type="checkbox"/> Timothy Druley (SEIU)	Sadie Ashraf Rachael Tupper-Eoff

Item	Information/Discussion	Action
	Meeting called to order @ 9:01a.m.	
1.	Welcome and Quorum Check <i>For information: Did not meet quorum until 9:15am</i> 11 voting members were present For time, it was agreed to start with Heather Hernandez	
2.	Approve Today's Agenda Motion made by Nathaniel Rice, seconded by Theresa Pedrosa 6 yes, 0 no, 0 abstentions	Approved
3.	Approve February 10, 2023 Minutes Motion made by Scott Vigallon, seconded by Theresa Pedrosa 7 yes, 0 no, 0 abstention	Approved

<p>4.</p>	<p>Free Student Printing Work Group for Chabot Presented by Heather Hernandez <i>Information:</i> Overview Technology Plan: Examine feasibility of implementing a new printing solution that will be more cost effective for students; add wireless capabilities so we can move away from the card system Chabot Role: Coordinate vendor demonstrations, conduct user feedback sessions, and evaluate cost models and impacts to see if this is something that we can move forward with District Role: Support network connectivity integrations with district-wide systems and other tasks as needed Impact: Enhance the student experience from printing in our labs and in our largest lab, the library. Progress: At the beginning of Spring 2023 Chabot’s student Senate</p> <p>Project Progress Funding: Printing is not free. Submitted proposal for student Senate For \$7,000 to purchase paper and toner to provide free printing to students campus wide for the semester while trying to find a new vendor and funding source Communicating: Classified Senate continues to communicate with Senior Leadership and Deans across campus Demos: To date, we have had two demos (eco-friendly PaperCut & Print Away) facilitated by Chabot ITS Identifying Student Needs:</p> <ul style="list-style-type: none"> • Cloud based • Connect to any device • Ease of use • Reduced Cost (i.e.: as we move to no cost textbooks, we could also move to a free print system) <p>Collect Feedback: Work with stakeholders to gather ideas, concerns, implementation needs, and envision moving this project forward</p> <p>The committee did not have questions</p>	<p>Presentation</p>
<p>5.</p>	<p>MyPortal Demo by Kristen Whittaker (Can be seen on Zoom Recording) <i>Information:</i> Background:</p> <ul style="list-style-type: none"> • MyPortal was formally Ellucian Experience • Purpose of MyPortal was to get Single Sign On to then start transitioning to CRM Advise • Single Sign On falls under ITS initiative • Not replacing ClassWeb but running parallel • Chabot Las Positas Community College District is the first in California to go live <p>MyPortal demo (cont’d)</p>	<p>Presentation</p>

- **Faculty and staff go live on March 20 - 22**
- **Students go live March 23 – 24 so that faculty & staff can assist students with any issues regarding MyPortal**
- **Getting Logged in / Let's Get Started**
 - **Okta email:** Each user will receive an activation email
 - **Step 1:** Activate OKTA Single Sign On (SSO) in which user has one set of credentials to access systems without signing in again
 - **Step 2:** Set new password (replaces ClassWeb login)
 - **Step 3:** Sign-in page
 - **Step 4:** Landing page
- **Landing Page:**
 - **Announcement/Notifications whenever a new card is developed**
 - **Cards are customized, personalized and relevant**
 - **Cards are designed to resize based on device you are on**
 - **Some cards are going to be connected with CRM Advise**
 - **Example:** Should a student want to raise an alert, those alerts come to CRM Advise, we have assigned some logic behind an alert through these cards and we're starting to see the ecosystem on MyPortal CRM Advise working together.
- **ClassWeb v. MyPortal:**
 - **What will MyPortal do?**
 - **SSO – secured password process**
 - **Customized to the user (Faculty, Staff, & Student)**
 - **Aggregate information from Campus Applications is organized and located on landing page**
 - **Mobile ready for any device**
 - **Relevant information is housed in cards**
 - **Announcements located at the top of the landing page**
 - **Enrollment based content shown on landing page**
 - **Case Management / Early Alert aligned with CRM Advise**
 - **It is not an upgrade of ClassWeb, but a foundation for the upgrade**
 - **ClassWeb will be available for Summer/Fall Registration in parallel with My Portal**
- **Application Services Information:**
 - **Application Services Team is working with web designers at both colleges to make sure they are mindful of Go Live dates, and a sunset date will be determined for roughly Sept/Oct as recommended to give departments time to start transitioning to MyPortal instead of ClassWeb.**
 - **Application Services Team is working on learning the technology behind programming and configuring cards so we don't want to replace the cards with just links**
- **Tools & Training Card:**
 - **Goal is to eliminate a lot of duplicate information**
 - **Welcome to MyPortal**
 - **Getting Logged in/Let's Get Started**
 - **MyPortal Tools and Resources**
 - **Getting Help**

MyPortal demo (cont'd)

- **Questions from TCC Committee & Guests:**
 - **Christy Davis asked if a user chose not to follow Okta email to activate MyPortal SSO, can the user still access ClassWeb?**
 - **Answer:** Yes, users can still use their PIN & W#s
 - **Kristy Woods asked if there was any talk for coordinating Canvas into SSO?**
 - **Answer:** It may not happen in version 2 or 3, but the hope is SSO does bring in a lot of systems that we're using our applications into this one portal
 - **Tim Druley asked if SSO at libraries will change?**
 - **Answer:** Kristen Whittaker and Cathy Gould explained not for now. The Library SSO is run by a 3rd party (State Chancellor's Office)
 - **Nathaniel Rice asked if students who take classes at both campuses, can they pin relevant cards from each campus, or single cards on their home page?**
 - **Answer:** Kristen Whittaker said to please think of the student first and think of a global card. CTO Griffin responded with the benefit of two colleges and one BANNER is very helpful because grades are the same on the same system. So, it makes sense for global card for you home campus.
 - **Lisa Ulibarri asked what has student feedback been?**
 - **Answer:** This will actually have Zonemail so easier to check mail without having to remember separate Google password. Plus, this is more relevant as you can see your schedule. Also, the technology for the old Zone and this one is very different. The old Zone students could not customize cards and it had a number of limitations with SSO. Whereas, MyPortal allows the user to create RSS feeds on cards where people can create content and it will show up on the portal.
 - **Nathaniel Rice asked if students can get a walk-through on this?**
 - **Answer:** Now that we are going to PROD, we will have the videos that will be inserted on the ITS website.
 - **Bill Komanetsky asked how long the will a "quick video" be?**
 - **Answer:** No more than 30 seconds and Kristen Whittaker will be happy to return to TCC for vetting of videos.
 - **Christy Davis asked if there will be an aside to the SSO email saying "this does not apply to Canvas"?**
 - **Answer:** It does not but that line can be added.
 - **ReVoyda Starling asked if there will be a conflict for employees or faculty who are also students?**
 - **Answer:** No, you will enter MyPortal according to your role.
 - **Trisha Avila asked on behalf of Financial Aid if students selected for SSO to log into Campus Logic where they complete verification, will there be a change to that using SSO?**
 - **Answer:** Campus Logic is not part of MyPortal initial rollout and more discussions are needed with Financial Aid as Campus Logic uses a different SSO.
- **April Meeting: MyPortal team can share how rollout went and what we can do better with continued rollout process**

<p>6.</p>	<p>Ongoing Project Review & Updates <i>Information and discussion:</i></p> <ul style="list-style-type: none"> a. Cloud hosting Ellucian applications <ul style="list-style-type: none"> o This is in our Technology Master Plan for hosting Ellucian Banner instance as well as Degree Works in the cloud o Cloud provides disaster resilience <ul style="list-style-type: none"> o Our systems currently sit not far from several fault lines, and if we move to the cloud, they would sit in Oregon or Phoenix or both o A production system in San Diego right now with the failover system in Phoenix o Secure data centers (customers are not given addresses of data centers) o Currently examining our options <ul style="list-style-type: none"> o Ellucian based cloud service – not ideal based on customer feedback o Amazon Web Services (AWS) o Oracle – holds the advantage 	
<p>7.</p>	<p>Installing Zoom Apps <i>Information and discussion:</i></p> <ul style="list-style-type: none"> a. Update from SLT discussion <ul style="list-style-type: none"> o CTO Griffin will pull the Vice Presidents together outside of the Cabinet to discuss and will update later today 	
<p>8.</p>	<p>Impact of Transition from Zonemail to MyCollege Email <i>Information and discussion:</i></p> <ul style="list-style-type: none"> a. Is there a communications plan to change all references from Zonemail to MyCollege Email on marketing materials, the college web sites, inside Canvas courses, on syllabi, etc.? (see below) b. Will the domain name change from @zonmail.clpccd.edu? No, it will be very difficult to do so c. If the domain name changes, will this affect students’ email addresses in Canvas? No, it will not. It is just changing the name of the card within MyPortal. d. How was the decision made to change the name of the student email program? There has not been a decision on this 	
<p>9.</p>	<p>CVC/OEI Exchange <i>Information and discussion:</i></p> <ul style="list-style-type: none"> a. Work continues on finding a course finder application. The problem has been code related and Stacey was able to work with both of our colleges on this and the tech center was able to resolve the problem. <ul style="list-style-type: none"> o Per Christy Davis, the outside vendor had to cancel this week’s meeting but aside from that strides have been made and she gave Stacey Followill kudos for being so diligent in finding solutions. 	

10.	<p>Guided Pathways News/Updates <i>Information and discussion:</i></p> <ul style="list-style-type: none"> a. Chabot College & Las Positas College Chabot: no update Las Positas: Kristy Woods provided an update <ul style="list-style-type: none"> o Creation Flow Plan supported by Data Points – The Student Experience <ul style="list-style-type: none"> ▪ Living, breathing document ▪ Keeping focus on the student experience from application to graduation b. District, CRM Recruit, CRM Advise, and Degree Works <ul style="list-style-type: none"> o Degree Works: Funded through federal grant that VC Fleischer Rowland applied for and won o CRM Advise: Kristen Whittaker reported that the continual work is going well <ul style="list-style-type: none"> o Currently doing institutional readiness o Followed by three more work groups which is academic deans, instructional leads, DEI and Guided Pathways o April meeting will be able to further discuss progress of CRM Advise and have it ready for end of May to start leveraging, training, and testing o CRM Recruit: <ul style="list-style-type: none"> o Starting to go into PROD o Engaging with users’ district wide for feedback o District: no update 	
11.	<p>District ITS News/Updates <i>Information and Discussion:</i></p> <ul style="list-style-type: none"> a. Multi Factor Authentication Pilot <ul style="list-style-type: none"> o The rollout will be at the District office first and then the colleges o MFA provides the best practices for security across the district o MFA will not apply to students right away as they do not use the Microsoft platform and more discussion with OKTA is needed o Adjunct faculty are being looked at for possible rollout of MFA <p>Questions: Christy Davis asked who will determine which phone gets notified (college land line or personal cell) and CTO Griffin replied with personal cell. This insures that an employee who switches schools or leaves the district will not be able to access work email.</p> <p>Christy also asked if MFA sends notifications to her personal phone if that makes her cell number available to people around the college, and CTO Griffin responded by saying it does not. It is an important piece of security the district does not broadcast phone numbers.</p> <p>Sara Woods chimed in with you could choose “verbal” but that technically you could use your work landline however, if you are working from home, that creates another issue. More to come on that.</p> <p>District ITS News/Updates (cont’d)</p>	

	<p>Questions (cont'd)</p> <p>Nathaniel rice asked if a mobile VPN or Microsoft Indicator would be possible to use. CTO Griffin responded by saying Duo is a slightly different piece and we pay for the Duo account due to low number of users versus 1,700 email users which is about 10 times more than the VPN users.</p> <p>Sara Woods said Microsoft Authenticator is an option and CTO Griffin but ITS wanted to keep it simple.</p>	
12.	<p>College Technology Committees News/Updates</p> <p>a. Las Positas College & Chabot College</p> <ul style="list-style-type: none"> o Tim Druley (LPC) informed the committee their web server upgrade with assistance from Alan Rickles has gone well and while cutting it close, they will finish on time. 	
13.	<p>Good of the Order</p> <ul style="list-style-type: none"> o Bill Komanetsky asked if there was any movement on the new domain and CTO Griffin responded said the domain names have been approved (lpc.edu and chabot.edu). The district just needs to finish the process of getting them registered. o Christy Davis asked about updates to the DE room at LPC. CTO Griffin responded with he would have to check in with Steve Gunderson. 	
	<p>Meeting Adjourned at 10:30 with 8 affirmative votes, 0 no votes, and 0 abstentions.</p> <p>Future Meetings: May 12</p> <p>Future Fall 2023 Meetings: Sept 8, Oct 14, Nov 16, Dec 8</p>	