Technology Coordinating Committee (TCC) Regular Meeting Minutes
Friday, December 08, 2023, 9:00am - 10:30am
Prepared by: Ann-Marie Fisher

Attendance: 13 voting members, 0 non-voting, and 6 guests, total of 19 attendees. *(note: 8 voting members required to meet quorum)*

Chairs (3)	Classified Senate (3)	Student Senate (2)
☒ Bruce Griffin (DO CTO) (non-voting)	☐ Christina Davis (CC)	☐ Theresa Pedrosa (CC)
☐ Christina Davis (CC Classified Supervisory)	☒ Cathy Gould (DO)	☐ Heba Munad (proxy for Brody Price)
☒ Tim Druley (LPC Classified)	☒ Scott Vigallon (LPC)	**Guests:**
Administration (4)	**Academic Senate (4)**	Ann-Marie Fisher VC Fleischer-Rowland
☒ Nathaniel Rice (CC)	☐ Mona Abdoun (CC)	Jared Howard Angela Castellanos
☐ Stephen Gunderson (LPC)	☒ Lisa Ulibarri (CC)	Thomas Dowrie
☒ Kristen Whittaker (ITS) (non-voting)	☒ Carlos Moreno (LPC)	Jessica Wong
☒ Sara Wood	☒ Jeff Judd (LPC)	
☐ Bruce Griffin (DO)		
College IT Managers (2)	**Bargaining Units (2)**	
☒ Rahman Abdul (CC)	☒ Debbie Fields (FA)	
☐ Stephen Gunderson (LPC)	☐ Timothy Druley (SEIU)	

Item	Information/Discussion	Action
	Meeting called to order @ 9:02am	
1.	**Welcome and Quorum Check** *For information*: Quorum met at 9:02am	
2.	**Approve Today's Agenda** *(action item)* Motion to approve by Nathaniel Rice Seconded by Scott Vigallon 6 yea / 0 no / 0 abstentions	**Approved**
3.	**Approve October 13, 2023 Minutes** *(action item)* Motion to approve by Nathaniel Rice Seconded by Cathy Gould 5 yea / 0 no / 1 abstention	**Approved**

4.	**Approve November 17, 2023 Minutes** *(action item)* Motion to approve by Nathaniel Rice Seconded by Scott Vigallon 8 yea / 0 no / 0 abstention	**Approved**
5.	**Ongoing Project Review & Updates** *Information:* CTO Griffin provided the update. A new firewall project is underway and that includes a new firewall at each college. The new firewalls are more granular with the ability to manage traffic and has the capability of block entire countries. Speaking on behalf of Wing Kam (Webmaster at Chabot College) in lieu of a Chabot IST update, CTO Griffin informed the committee that Chabot is launching a new version of their website in Azure Cloud. Front end users will not see a difference but there are changes for how content is loaded onto the website so Wing Kam has worked with local content providers to make sure they understood how to make changes on the web pages. This is a really good example of a partnership across all three District organizations. Having the web server on the Cloud, is a much more resilient solution. Should we lose internet connectivity at the college level, the website stays up for communication to the community which is vital should we need to disseminate next steps, shelter in place, power outage, evacuation, or to let students and faculty know to stay away from campus. In essence, the Cloud provides a communication channel we don't currently have and that is a tremendous improvement.	
6.	**CVC/OEI Exchange Update** *Information:* Scott Vigallon provided the update. CVC Executive Director met the Chancellor's Senior Leadership on December 4, 2023 to explain the process for Las Positas College and Chabot College to become teaching colleges in the CVC Exchange. The Chancellor committed the District to participating in the 2025 cohort that will do the work necessary to enter the exchanges as teaching colleges. The Chancellor did ask to be placed on a waitlist should on opening arise. The entire implementation process is eight weeks with one to ten hours of work per week for each of the team members. Those team members will come from the offices of Instruction, Admissions and Records, Financial Aid, Fiscal Services, and ITS from both District colleges. Currently 55 colleges in California are teaching colleges with 4,321 cross-enrolled students. These students are from one college who are taking classes online at other colleges. CVC hopes to have 15,00 of those cross enrolled students by the end of the academic year.	
7.	**MyPortal Update** *Information:* Kristen Whittaker provided the update. On November 28, 2023, Kristen met with Ellucian developers and technology people in san Jose for a lengthy discussion regarding MyPortal and what they are planning on rolling out. CLPCCD is the pioneer on rolling out MyPortal so we're navigating a lot the newness of the technology. The goal is to create a plan to let us know what cards	

	Ellucian will be rolling out so we don't duplicate them but supplement them. We are also developing a plan on how we will configure the cards if we need to customize them. We are working with Public Relations on this so we can get their assistance on disseminating information about MyPortal. We will start planning the sunset of Class Web at the first of the year. We want to make sure MyPortal is the place to go to and folks are activating MyPortal. We encourage everyone in this meeting with your areas to have staff and students start activating MyPortal if they haven't already. There will be more communication from Public Relations on this as well. One of the MyPortal cards in development is the DegreeWorks card which will be rolled out once the single instance has been completed. We will have a demo and post live to the community as well. If cards need to be customized, we will pull people together through different committees. We won't know what that user group should be until we know what Ellucian is going to deliver with regard to their product.	

8.	**Guided Pathways News/Updates**
	Information:
	   a. **Chabot College & Las Positas College**
	     Chabot College: See attached report by Heather Oshiro
	     VC Fleischer-Rowland provided a synopsis Heather Oshiro's report: The report references some alignment and discussions across both colleges. David Reed has been working with user groups to support what that might look like. Looking at pathways by major for student success teams at both colleges which is what Heather recognizes in her report, the collaboration that's going on between the colleges and utilizing Ed Services.
	
	     Las Positas College: Jared Howard provided the update.
	     Jared Howard concurred with VC Fleischer-Rowland that LPC is in a good place with Guided Pathways. LPC does not want to duplicate what Chabot or the District has done with regard to workload associated by asking for two different things. To that end, wanting to insure everyone has been accommodated for and then bringing a shared vision to Ed Services. Currently the discussion is about reformatting some of the dashboards on Ellucian advise and sub-categories or data points within those dashboards with the hopes it will be ready for Spring Semester.
	
	     Scott Vigallon added that the LPC Guided Pathways group wants to replace Student Hub with Guided Pathway's new support and belonging platform. Guided Pathways will make a presentation to the Distance Ed Committee on December 15 after which a decision will be made as to which platform will be used.
	
	     Carlos Moreno asked if District has subscription for employees to use Slack or Teams. CTO Griffin confirmed Teams came with the Microsoft license so Teams is available, but Slack is not.
	
	   b. **District, CRM Recruit, CRM Advise, & Degree Works**
	     CRM Advise: Kristen Whittaker confirmed she and David Reed finished CRM Advise which is now an attribute and also on the dashboard.	

	Guided Pathways News/Updates (cont'd)
	     Degree Works: Kristen Whittaker will be meeting with a functional consultant the week of December 11 to work through some of the changes needed for merging the two instances into one which will allow us to integrate Degree Works into things like MyPortal new registration tool for students.
	
	     CRM Recruit: Kristen Whittaker confirmed CRM Recruit will be on premises, not on the Cloud and that project begins on January 7, 2024.	

9.	**District ITS News/Updates** *Information:* CTO Griffin provided the update. The Cloud Project (moving the Banner ecosystem into the Cloud) hosted by Oracle. The teams working on this project are the Banner Support Group managed by Kristen Whittaker and the Network Apps Group managed by Sara Woods. At this stage of the project, servers are being built and the network is nearly completed. A test instance of the database in the Cloud has also been performed. We are looking at options on backup and disaster recovery. We have several options we're looking at that would best fit our needs in terms of recovery time, recovery point, and additional database management add-ons that go along with those products. Kristen Whittaker mentioned to the committee to mark their calendars for March 15 – 17 as systems will be down that weekend as we migrate production to the Cloud. There should not be any noticeable changes for front end users.	

10.	**College Technology Committees News/Updates**
	Information
	    a. **Chabot College:** No update from Chabot ITS as they have not yet met at the time of this meeting.
	
	    b. **Las Positas College** Tim Druley provided the update.
	        The E911 server has shipped so our upgrade should happen soon after it arrives.
	
	        The elevator phone replacement project is ninety percent complete.
	
	        The LPC website went live with Trumba calendaring system. Tim has trained various groups on campus and it was pretty easy. He was able to get Trumba off the ground in about four hours.	

11.	**Good of the Order** *Discussion:* Lisa Ulibarri asked if there is District training on Microsoft apps like Teams or other 365 app and also asked if there were any plans to hold workshops for training in Microsoft apps because the requests the Academic Senate is getting goes beyond training	

Good of the Order (cont'd)

for Team. CTO Griffin said training was available via Cornerstone Learning Management System available through the Vision Center on Class Web. Kristen Whittaker and Tim Druley also volunteered to train people on Teams and reminded the committee that Steven Tang is developing training for Teams. Training requests can also be made by submitting a ticket via Service Now which will allow ITS to track the number of requests for each Microsoft app.

Scott Vigallon asked if there was an update on the Zoom apps. CTO Griffin said the topic has been vexing on many levels due in part to accessibility so discussions are still in the early stages and CTO Griffin is not aware if any decisions have been made.

Tim Druley asked if TCC was going to take up the creation of an "Accessibility Task Force" as discussed pre-COVID. The topic will be added to the February agenda.

Lisa Ulibarri said Chabot is also interested in a District-wide committee for deeper conversations on how each college is addressing or impacted by things such as fraudulent enrollment, AI detectors, etc. CTO Griffin reminded her and the committee that agenda item 10 (College Technology Committees News/Updates) is a great opportunity to bring those items up to the broader group. And, he suggested this committee can write more recommendations to the Chancellor which may be the best solution for some of these items.

Meeting Adjourned at 9:41am with a motion by Nathanial Rice, second by Tim Druley. 8 affirmative votes, 0 no votes, and 0 abstentions.
Future Spring 2024 Meetings: Feb 9, Mar 8, Apr 12, May 10