

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

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 Mai Jameson Angela Castellanos Thomas Dowrie	
College Technology Services (2)		Bargaining Units (2)		Rachel Ugale Wing Kam	
☐ TBD (CC)		☒ Ted Lee (FA)		Chasity Whiteside Sam Franks	
☒ AJ Malaca (LPC)		☐ Timothy Druley (SEIU)		DeAna Anderson Robyn Tornay	
Item	Information/Discussion				Action
	Meeting called to order @ 9:01 am				
A.	Welcome and Quorum Check <i>For information: Quorum met at 9:01am</i>				
B.	Transition from BoardDocs to Diligent Community <i>For information:</i> Maisha Jameson, Board of Trustees Coordinator provided a demonstration of Diligent Community which replaces BoardDocs in January 2027. Training for current BoardDocs users will begin in mid-November.				

C.	Approval of Meeting Agenda <i>(Information)</i> Jeff Judd made a motion to approve, Cathy Gould second. The agenda was approved 8 yes votes/ 0 nos/ 0 abstentions	Approved
D.	Approval of September 11 Meeting Minutes <i>(action item)</i> Nathaniel Rice made a motion to approve, Cathy Gould second. The agenda was approved by 9 yes votes/0 nos/ 0 abstentions	Approved
E.	Academic Software Purchase <i>(Information)</i> The District is working on a more consistent process for reviewing academic software before it is adopted or used by students. The goal is to ensure that software meets District standards for accessibility, data security, privacy, and other requirements. Steve Gunderson has shared the proposed process with senior leadership. He needs to make additional revisions before it can move forward. The revisions appear to be mainly related to how the process will be implemented, although the specific changes have not yet been confirmed. The committee discussed expanding the scope beyond software purchases to include all software procurement, whether the District pays for the software directly or whether students are required to purchase it. The process should provide a checkpoint to review accessibility, data security, privacy, and other relevant requirements before software is adopted. Kat King suggested that Academic Software Procurement may be a more appropriate title than Academic Software Purchase, because procurement covers a broader range of software acquisition and approval activities.	
F.	Review of Charge <i>(Discussion)</i> 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. Tim Druley will send a SharePoint link to committee members to review the current charge, suggest edits, and prepare a revised draft incorporating proposed changes which will be discussed at the next meeting. Once the committee finalizes the proposed changes, CTO Gunderson will take the revised charge to Senior Leadership for approval. Click the link below to view current Committee Charge.	

	https://www.clpccd.org/tcc/index.php	
G.	Committee Goals <i>(Discussion)</i> The committee discussed potential goals for the new year. Members identified several areas where the District could improve how technology is selected, used, supported, and communicated across Chabot College, Las Positas College, and the District Office with the main theme being creating consistency across the District. Potential Committee Goals for 2026 – 2027 Academic Year • Academic software procurement: Complete the process for reviewing and approving academic software before it is adopted or required of students. • Accessibility compliance: Coordinate efforts to meet accessibility requirements, including the upcoming deadline discussed during the meeting. Members also want a central place to track plans and progress across the colleges. • Update the committee's official charge: Clarify the committee's purpose and responsibilities so its goals align with what it is authorized to address. • Improve communication: Make sure employees know about available technology resources, understand District expectations, and receive relevant information from the committee. • Technology standardization: Explore whether both colleges and the District Office should use consistent tools and practices for common technology needs. • Technology training: Consider more practical training to help employees use District technology effectively. • SharePoint: Possible solution as District-wide tool for storing & organizing departmental documents, sharing files and collaboration, maintaining project records and meeting minutes, etc. • Improving the Process for Requesting Web Forms The committee will follow up with CTO Gunderson with the above listed. More discussion expected at the next meeting.	
H.	District ITS Monthly Updates 1. Apps Services Update Robyn Tornay provided the update. Phishing Attacks District Information Technology Services (ITS) reported multiple phishing attempts targeting approximately 20,000 students, involving five or six different scam attempts. A small number of Chabot faculty members were also affected. Phishing is when scammers send fraudulent emails or messages designed to trick people into sharing personal information, clicking harmful links, or revealing account passwords.	

Apps Services Update (cont'd)

What ITS reported:

- Students were notified about the phishing attempts.
- Faculty members who were affected were contacted individually.
- ITS believes it has addressed the attacks identified so far but warned that phishing attempts are continuing to increase, particularly with the use of artificial intelligence (AI).
- A cybersecurity information card is available at the top of My Portal, with information about phishing and other scams.

Recommended action for employees and students: Follow the instructions in the District's official ITS alert if you receive a suspicious email or believe your account has been compromised. The alert advised affected users to delete the fraudulent email, change their username and password, and clear their browser cache and cookies.

BankMobile Financial Aid Issue

ITS also reported a separate security concern involving BankMobile, the service used by the District to distribute financial aid. BankMobile notified the District of a data-related issue that could have exposed student information. At the time of this meeting, there was no indication that the District itself had been compromised, although other districts may have been affected.

Actions taken:

- The District suspended its use of BankMobile for financial aid disbursements as a precaution.
- Financial aid payments will continue to be issued through paper checks until the District is comfortable resuming electronic disbursements.
- District Office staff are printing, preparing, and delivering hundreds of checks for distribution to students.
- BankMobile plans to introduce multifactor authentication (MFA) for student accounts. MFA adds an additional identity-verification step beyond a password.

The District will need to provide BankMobile with the necessary student information to support the implementation of MFA.

Apps Services Update (cont'd)

ITS Staffing and Hiring

ITS reported that its hiring process is progressing.

The department hopes to fill positions supporting its four servers by January or sooner. Additional staffing is expected to help the department maintain and support its technology systems.

System Upgrades

Two application-related upgrades are expected to begin soon:

- BDM upgrade: An outside firm will assist ITS with upgrading and getting BDM up and running.
- Argos to ArgosX upgrade: ITS is preparing to upgrade from Argos to ArgosX, a newer version of the reporting system.

The team also acknowledged a reported access issue involving a “403” error and said it would investigate.

2. Network Services Update

Wendy Pinos (Bond Project Manager and Acting College Technology Services Director) provided the update

The Network Services team provided an update on ongoing improvements to the District’s network infrastructure to make technology systems more reliable and reduce the chance that one failure will interrupt access to important services.

- Network backbone upgrade: The District is upgrading its core network to support a 100-gigabit backbone, increasing the network’s capacity.
- New firewall installation: New firewalls are being installed because the existing equipment is nearing the end of its supported life. The firewall installation and network upgrade are connected and must be coordinated because the new equipment uses 100-gigabit connections.
- Testing and implementation: The new equipment is being staged and tested before being fully integrated. No completion date has been established.
- Improved system reliability: The team is also working to strengthen connections between servers and systems so that if one component fails, other systems can continue operating.
- Protecting Banner access: These improvements are intended to reduce the risk of a single equipment or connection failure disrupting access to Banner and other District systems. Cathy Stacey and Stephen Irby have been involved in testing and related work.

Monthly Updates (cont'd)

3. College Technology Service Update

Wendy Pinos provided the update.

a. Las Positas College

Las Positas just finished the PC replacement cycle with the last rollout of the building 2400 classrooms. Microsoft updates pose a constant challenge as we determine when to apply them or not as some upgrades may cause other problems so we have to make sure the updates are well vetted, researched, tested and controlled to insure we don't put something on that may blow out something else.

LPC continues to do a great deal of audio-visual upgrades which are being spearheaded by Christine Hornbaker Davis.

b. Chabot College

- Technology upgrades are underway across multiple campus buildings (800, 1300, 4000, and other areas), classrooms, and labs.
- Equipment delivery times are affecting schedules, particularly for classroom technology and computer replacements.
- Classroom instruction remains a priority, with installations planned around academic schedules.
- Computer replacements are being prioritized, with older and more urgently needed equipment addressed first.
- Respondus implementation is progressing, with technology and instructional support teams collaborating to resolve technical issues.
- The January academic break is a key target for completing a substantial portion of the planned installations.

4. College Technology Committees News/Updates

a. Las Positas College

Tim Druley provided the update.

LPC is improving how committee agendas and meeting minutes are created and published on its website.

LPC's online office-hours is now but having some technical issues which are being addressed.

	Monthly Updates (cont'd) LPC discussed ongoing work involving Canvas and Respondus and technical issues involving LTI integrations. For more information see the minutes from the LPC Technology meeting below. https://www.laspositascollege.edu/gv/technology/minutes/minutes10052026.php b. Chabot College Lisa Ulibarri provided the update. Chabot College has clarified its process for submitting technology requests which should provide a clearer, simpler process for requesting technology assistance or services and reduce confusion and unnecessary steps.	
J.	Good of the Order Canvas Access and Software Integrations The committee discussed requests for access to Canvas data through its REST API, a tool that allows other software applications to communicate with Canvas. The college is not currently providing individual API access to students or faculty. Staff are still working through technical questions involving other integrations with Canvas, known as LTIs. The decision is intended to remain in place while the college evaluates the technical requirements and related issues. Browser Extensions and ZoneMail Security A concern was raised about browser extensions being blocked when users sign in to their ZoneMail accounts through Google. Examples of affected extensions include: • Password managers that help users create and securely store passwords. • Advanced spell-checking and writing tools. • Other Chrome browser extensions used by students and faculty. The issue has reportedly affected both college employees and students using their own computers. The technology team explained that some restrictions may come from Google's settings or the college's current licensing limitations. The team agreed to investigate what can be done. A related security concern was also discussed: passwords saved on shared college computers may accidentally carry over to another user's account. Participants emphasized the importance of protecting personal accounts and avoiding the storage or synchronization of private passwords on shared devices.	

	Good of the Order (cont'd) Future Meeting Agendas and Collaboration The committee discussed the importance of involving more people in planning future meetings. The CTO has encouraged staff members to collaborate on meeting agendas. Committee members are invited to suggest topics that need discussion. Suggestions can be shared during meetings or sent by email. Employee Technology Onboarding and Offboarding The committee identified a need for clearer procedures when employees join or leave the college. It was noted that the process for providing technology to new employees needs improvement. Staff were encouraged to use the existing online access request form rather than sending requests through messaging applications. The committee discussed developing clearer guidelines so everyone follows the same procedures.	
	Motion to adjourn made by Robyn Tornay, Cathy Gould second motion carried with 11 yeas/ 0 no Meeting adjourned at 10:25am Fall 2026 Meetings: Dec 11 Spring 2027 Meetings: Feb TBD, March 12, April 9, May 14	