

Attendance: 11 voting members, 1 non-voting, and 5 guests, total of 17 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 type="checkbox"/> Theresa Pedrosa (CC)
<input checked="" type="checkbox"/> Christina Davis (CC Classified Supervisory)	<input 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)	Angela Castellanos
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input checked="" type="checkbox"/> Miguel Colon (CC)	Chasity Whiteside
<input checked="" type="checkbox"/> Stephen Gunderson (LPC)	<input checked="" type="checkbox"/> Lisa Ulibarri (CC)	Danita Troche
Vacant (ITS)	<input type="checkbox"/> Ruth Hanna (LPC)	Erika Dishman
Bruce Griffin (DO)	<input type="checkbox"/> Jeff Judd (LPC)	Kevin Kramer
College IT Managers (2)	Bargaining Units (2)	Theresa Fleischer Rowland
<input type="checkbox"/> Sara Woods (CC)	<input type="checkbox"/> Debbie Fields (FA)	Wing Kam
Stephen Gunderson (LPC)	<input type="checkbox"/> Timothy Druley (SEIU)	

Item	Information/Discussion	Action
	Meeting called to order @ 9:01 am	
1.	Welcome and Quorum Check <i>For information:</i> Quorum was met with 8 voting members	
2.	Approve Today's Agenda <i>For action:</i> Christina Davis moved to approve agenda, Nathaniel Rice seconded. Agenda was approved with 8 yes votes, no abstentions.	
3.	Approve November 19, 2021 Minutes <i>For action:</i> Draft minutes will carry over to the next meeting for approval.	

4.	<p>Goal 1 – Technology Master Planning Update and Request for RFQ Response Reviewers <i>For discussion:</i></p> <p>The plan is for 3 separate but integrated plans for each college and the District office building. The plan will address the unique needs of each site as well as shared tools such as BANNER. There will be at least 5 respondents. Using the RFQ allows us to choose the best qualified vendor rather than the lowest bidder.</p> <p>Three volunteers are needed to review RFQ responses, one from each college and one from the district office.</p> <p>Should the selected vendor’s RFQ response exceed the large purchase limit, the item will go to the Board with the understanding that vendor will begin work ASAP after Board approval.</p>	<p>Bill Komanetsky (LPC) Christina Davis (Chabot) VC Theresa Fleischer Rowland (District) volunteered to review RFQ responses</p>
5.	<p>Goal 3 – First Reading of proposed Board Policies and Administrative Procedures <i>For discussion:</i></p> <ul style="list-style-type: none"> a. BP 3720 Computer and Network Use Legally required. Important for being able to enforce our policies with respect to technology, and is needed to be able to ban someone from our network who has done harm to our network. b. AP 3720 Computer and Network Use Reb. 4-23-20 Legally advised, allows for local practice to be inserted, and references several federal laws. AP3720 also allows us to enforce our policies. Allows the option to use the electronic security standard create by the California Community Colleges Technology Center. Can add Title IV Security Compliance piece. c. BP 3725 Information and Communications Technology Accessibility Rev. 4-22-21 Policy is suggested as a good practice though may become legally required. Nathaniel Rice mentioned Payan v. Los Angeles Community College District which may be headed to SCOTUS. He will provide the committee with information and background on the case. Scott Vigallon mentioned in line with other colleges that we adopt a boilerplate policy. Bill Komanetsky agree providing there was verbiage allowing for changes on an as need basis. Bruce Griffin suggested the verbiage should be to the effect of, “System Administrator provides guidelines/procedures/practices to allow for flexibility at lowest level possible.” d. AP 3725 Info & Communications Tech Accessibility & Acceptable Use Rev. 4-22-21 Suggested good practice with a considerable amount of options, especially with regard to acceptable use of social media. 	<p>Revisit at March meeting.</p> <p>After March meeting, policies will go to College Counsel in April/May for vetting than to the Board for policy adoption.</p>
6.	<p>Data Security Update <i>Information:</i></p> <p>Data Security is more than password or firewall security. There are three separate thresholds covering the blanket term “Data Security” and threats are being seen across all three:</p> <ul style="list-style-type: none"> a. Confidentiality: Keeping your data private <i>Threat:</i> Data breaches b. Ability: Ability to use the system <i>Threats:</i> Ransomware (Hackers steal and encrypt data and make you pay to get the unencrypted version back.) 	

	<p>Phishing: We are getting a couple phishing attempts a week</p> <p>c. Integrity: Making sure the data in the system is correct</p> <p>Threats: A good example is college application and financial aid fraud.</p> <p>Bill Komanetsky asked about encryption and Bruce Griffin responded with the CTO is evaluating encryption but the issue becomes what data should/not be encrypted. Backups should be encrypted.</p> <p>Solutions the district is looking into to address Data Security include evaluating multi-factor authentication for email and ClassWeb, monitoring and adjusting spam filters, re-evaluating Barracuda. The CTO is also identifying and closing security gaps everyone has and this does not solely rest with VPN. In no way is the CTO saying VPN should be taken away. Other vectors need to be evaluated and closed, including evaluating vendors for more formal security options as well.</p> <p>Nathaniel Rice asked if there are any plans for requiring regular password changes. There are and one item getting close to being green lighted is a tool for adjuncts to change their passwords, particularly for email. The Microsoft 365 platform licensing allows for only full-time faculty and staff to change passwords, but the goal is for everyone to be able to change their passwords via self-service.</p> <p>Nathaniel Rice raised the point that people outside of tech don't know about the ransoms so he suggested sharing this information with the campus tech committees so they can inform their campuses of the importance of "If you don't know who the email is from, don't open it!" He also mentioned the ransoms other colleges were faced with, but did not pay was between \$10k - \$70MM.</p> <p>CTO Bruce Griffin reminded the committee that hacking has become very sophisticated. They work in office buildings now, not their mother's basement.</p>	
7.	<p>Report on HyFlex Classroom Preparation</p> <p><i>Information and discussion:</i></p> <p>General Plan: OWLS we use were sufficient but not for wide spread use. Thanks to Stephen Gunderson for speaking out standards for HyFlex classrooms and building out with proposed solution at LPC that opens in March.</p> <p>Stephen Gunderson reported programming needs to be done to ensure seamless integration with the system and also seamless for faculty to use. A dialogue between Stephen Gunderson and Bill Komanetsky addressing the need for a user guide and training for faculty and poor view for students online. Stephen Gunderson agreed a user guide and training is needed and will happen. Scott Vigallon spoke to the training and said it is in high demand with previous training having a robust turnout and participation and that he is currently working to put together a training for Spring semester.</p> <p>As to issues regarding online students to see the whiteboard without glare, Stephen Gunderson said the issue has been addressed and will not be an issue going forward.</p>	

	<p>Bruce Griffin mentioned the current HyFlex demo room at LPC is currently being refined and will roll out at Chabot once it has been fine tuned. Standardization is important for seamlessness of use for adjunct faculty teaching at both campuses as well as from a training perspective.</p>	
<p>8.</p>	<p>Systemwide Technology Access Collaborative (STAC) Purchase <i>For information:</i> Christina Davis and Scott Vigallon lead this topic. STAC is the statewide program which through a bulk buying leverage process which drives down the prices of various software LPI that can be integrated into CANVAS. There is concern STUDIO and Turn It In will not be included in STAC this year.</p> <p>Scott Vigallon mentioned the importance renewing STUDIO as it allows faculty and students to create their own videos, faculty can create quizzes, polls to check for students understanding of the material, and important for ADA students, has an 80% Close Captioning accuracy. So, the functionality and accessibility of STUDIO outweighs the cost.</p> <p>Bruce Griffin requested of both colleges to submit POs soon as the price dictates a board report is required. The earlier we get the POs in, the better so we don't miss the board deadline window or deal with any licensing issues.</p>	
<p>9.</p>	<p>District ITS News/Updates <i>For information:</i> Staffing: New EA to the CTO is pending board approval which will greatly improve our ability to get minutes approved.</p> <p>Apps Services Manager: we are the committee stage for hiring a person for this position. The Apps Services Manager will oversee BANNER Support group. In addition to being responsible for direct supervision, this role will also be responsible for project management and getting projects over the finish line. There are four candidates we have identified for this role.</p> <p>Budget: Governor Newsom's budget includes funding for Community College data security. While the we do not yet know how much we will get in funding, the funds will be ongoing and will be used to fund a dedicated security position as well as to procure additional security tools.</p> <p>A discussion between Bill Komanetsky and Bruce Griffin about an internship for security using students currently taking classes in security. While such a program is working at Coast Community College District, it would require detailed conversations with our bargaining unit.</p> <p>Vice Chancellor Fleischer-Rowland added that while that is a great idea, further discussion is needed as Apprenticeship Director Sarah Holtzclaw is currently working with our new partner, Robert Half International on cybersecurity. Future discussion and planning needs to consider labor, not just students.</p>	

10.	<p>Update on CRM Advice Timeline and Implementation Teams <i>For information/discussion:</i> CRM Advise is a student engagement tool designed to look at students’ success holistically. It gives a whole view of the student from a Guided Pathway perspective. It alerts students if they missed a financial aid deadline or is beginning to have to academic issues.</p> <p>CRM Advise goes live July 25 so will be fully functional for Fall Faculty.</p> <p>There is pre-engagement workshop which is a week-long. The sessions are half days each day for four days.</p> <p>Assessment Metric Needs (See attached Advise 3-21 Engagement Description.)</p>	
11.	<p>Guided Pathways News/Updates <i>For information/discussion:</i></p> <ul style="list-style-type: none"> a. Chabot College & Las Positas College LPC: Per Bill Komanetsky, the group has been quiet for a year Chabot: Per Nathaniel Rice, they are not live yet but pulling videos b. District, CRM Recruit and DegreeWorks CRM Recruit: We want to be intentional with how we integrate it with our operations. DegreeWorks: We were able to clean up disk space so we can move forward with new projects. We currently have two instances of DegreeWorks (one at each college) and ideally we should have one instance so we are currently looking at options for merger of DegreeWorks 	
12.	<p>College Technology Committees News/Updates</p> <ul style="list-style-type: none"> a. Las Positas College: Currently the college technology committee is updating Spring 2022 COVID FAQs for students returning to campus, and also working with Student Services and Outreach to revamp Guided Pathways content. b. Chabot College: The college technology committee is currently looking at charts and reporting pathways to tackle campus technology plan. 	
13.	<p>Good of the Order <i>Information:</i></p>	

	<p>Nathaniel Rice will lead a subgroup of members from Distance Ed and Alt Media specialists from both colleges along with two TCC committee members to review the Accessibility components for the AP/BP items in the Board Policies and Administrative Procedures. The subgroup will meet prior to the next TCC meeting on March 11.</p> <p>Miguel Colon is stepping in for Jeff Druin on TCC.</p>	
	<p>Meeting Adjourned Future Meeting: March 11, May 11</p>	