

**Attendance: 9 voting members, 1 non-voting, and 9 guests, total of 19 total attendees. (note: 8 voting members required to meet quorum)**

<b>Chairs (3)</b>	<b>Classified Senate (3)</b>	<b>Student Senate (2)</b>
<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 type="checkbox"/> Rachel Ugale (DO)	<input type="checkbox"/> Vacant
<input checked="" type="checkbox"/> Bill Komanetsky (LPC Faculty)	<input checked="" type="checkbox"/> Scott Vigallon (LPC)	<b>Guests:</b>
<b>Administration (4)</b>	<b>Academic Senate (4)</b>	Angela Castellanos                  Ann-Marie Lancaster
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input 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)	Cathy Gould
Bruce Griffin (DO)	<input checked="" type="checkbox"/> Jeff Judd (LPC)	Kevin Kramer
<b>College IT Managers (2)</b>	<b>Bargaining Units (2)</b>	Stacy Harris
<input checked="" type="checkbox"/> Sara Woods (CC)	<input checked="" type="checkbox"/> Debbie Fields (FA)	Tamica Ward
Stephen Gunderson (LPC)	<input checked="" type="checkbox"/> Timothy Druley (SEIU)	Carlos Moreno

<b>Item</b>	<b>Information/Discussion</b>	<b>Action</b>
	<b>Meeting called to order</b>	
1.	<b>Welcome and Quorum Check</b> <i>For information:</i>  Quorum was met with 9 voting members	
2.	<b>Approve Today's Agenda</b> <i>For action:</i>	
3.	<b>Approve March 11, 2021</b> <i>For action:</i>  Nathanial Rice moved to approve and seconded by Scott Vigallon providing spelling errors were corrected.	

4. **Goal 1 – Technology Master Planning Update and Discussion with Ann-Marie Lancaster of WTC Consulting**

*For discussion:*

Ann-Marie Lancaster with WTC Consulting asked the following questions of the committee:

**1. What is the current role of TCC and is it effective, and is there an advisory component?**

Responses from committee members included the TCC was to advise and recommend with regard to new software, goals, and board procedures especially as it pertains to accessibility.

**2. How do items get on the TCC agenda?**

CTO Bruce Griffin responded with agenda items are generated through his office as well as through campus feedback/input, however, any member of the committee can send an agenda item to the tri-chairs to be included on the agenda.

**3. What are the top three tech issues that need to be solved?**

Responses from committee members included concerns about:

- How to manage growth provided for with the bond, without staffing to support the growth.
- The need for a support tech to review and have constituent input, do assessments and have vendor demonstrations.
- The need for support and staffing for existing and new technology and we also need security at all levels.
- The need for software, technology, and training for distance learning needs to be addressed.
- Training, accessibility, and staffing need to be solved.

**4. In response to the CTO's comment that Post-COVID is key in the District's technology strategy and the ability to adapt quickly vis-à-vis hi-flex, Ann-Marie Lancaster asked if the District and campuses are prepared to respond to such a situation.**

While we are better off than we were, the following should be addressed:

- However, we need better coordination and understanding of who does what and when.
- While LPC was able to provide laptops to all full-time faculty & students, due to lack of product, Chabot was only able to provide laptops to some faculty and staff, focus was on payroll, HR, and A&R

**Goal 1 – Technology Master Planning Update and Discussion with Ann-Marie Lancaster of WTC Consulting *cont'd***

CTO Bruce Griffin asked if there was any reason an employee should not get a laptop, or give a laptop and docking station to employees. Stephen Gunderson noted laptops have shorter lifecycles and are harder to maintain than desktops but agreed employees should have either a desktop or laptop, not both.

**5. How can communication between the colleges and District be improved?**

- Committee members agreed communication has improved under CTO Bruce Griffin but there are issues that only affect the colleges and the colleges need to get better at having those conversations with each other to address those issues and TCC could help facilitate those conversations
- When issues are shared by the colleges, those issues need to be brought to TCC
- A district-wide new hire orientation is needed for all employees on how to login, print, who to contact, etc
- Similar orientation for off-boarding is also needed

5.	<p><b>STAC Software Update</b></p> <p>Both colleges have submitted their STAC applications. Their STARTE applications included Proctorio and Esri. Hypothesis and Cranium Cafe were not included on either application as it needs to be submitted separately.</p>	
6.	<p><b>Review of Committee Goals</b> <i>Information:</i></p> <ol style="list-style-type: none"> <li>1. Monitor and provide input on tech strategy: Goal met</li> <li>2. Board approved TCR metrics in July and October</li> <li>3. Board policy 3725 goes to the board next week (May 17, 2022) for a first read</li> <li>4. Hold at least one meeting as hy-flex: Goal met today</li> <li>5. Receive district wide CRM technology projects or initiative</li> <li>6. Review recommended changes to Distance Ed policy. That policy moved through this year via AP &amp; BP process.</li> <li>7. Please brainstorm more goals over the summer</li> </ol>	
7.	<p><b>District ITS News/Updates</b> <i>Information and discussion:</i></p> <p>Security Assessment performed by a third-party vendor, KIS. KIS has a history of helping California Community Colleges with getting out of trouble after the fact.</p> <p>The District will align with the findings of KIS security assessment to help protect us before there is trouble.</p> <p>Funding for aligning with the KIS security assessment findings will be funded by monies provided to the District from the State of California.</p>	
8.	<p><b>Guided Pathways</b> <i>For information:</i></p> <ol style="list-style-type: none"> <li>a. LPC: Tim Druley met with Guided Pathways on template changes.</li> <li>b. Chabot College: Nathaniel Price attended the Simplicity demo at LPC</li> <li>c. District update: <ul style="list-style-type: none"> <li>CRM Advise will go live on July 25</li> <li>CRM Recruit: The call center has started integrating.</li> </ul> </li> </ol>	

9.	<p><b>College Tech Updates/News</b>  <i>For information:</i></p> <ul style="list-style-type: none"> <li>a. Chabot: VC Kritscher stepped in as tri-chair to finish the semester as Dean Kramer moved to LPC</li> <li>b. LPC: Master Tech Plan did a demo of VA Works that allows vets to submit their paperwork online securely. Tim Druley met with President’s Office to discuss a redesign of the college website changing from being district led to college led project. It is unclear what the means for the infrastructure that Tim Druley and Stephen Gunderson have in place on the web servers; more to come on this.</li> </ul>	
10.	<p><b>Good of the Order</b>  <i>For information/discussion:</i></p> <p>A brief discussion on whether or not we should meet on the third Friday of November and it was agreed that based on historical precedent, we will meet on the third Friday of November as the second Friday falls on the Veteran’s Day holiday.</p>	
	<p><b>Meeting Adjourned at 10:23 with eight affirmative votes.</b>  <b>Future Meetings: Sept 9, Oct 14, Nov 18</b></p>	