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

Attendance: 8 voting members, 2 non-voting, and 10 guests, total of 20 total 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)	☒ Rachel Ugale (DO)	☐ Vacant	
☒ Bill Komanetsky (LPC Faculty)	☒ Scott Vigallon (LPC)	**Guests:**	
Administration (4)	**Academic Senate (4)**	Ann-Marie Fisher	Hermina Sarkis-Kelly
☒ Nathaniel Rice (CC)	☐ Miguel Colon (CC)	Wing Kam	Angela Castellanos
☒ Stephen Gunderson (LPC)	☒ Lisa Ulibarri (CC)	Chasity Whiteside	
Vacant (ITS)	☒ Carlos Moreno (LPC)	Kristen Whittaker	
Bruce Griffin (DO)	☒ Jeff Judd (LPC)	Cathy Gould	
College IT Managers (2)	**Bargaining Units (2)**	Danita Troche	
☒ Sara Woods (CC)	☒ Debbie Fields (FA)	Kristy Woods	
Stephen Gunderson (LPC)	☒ Timothy Druley (SEIU)	Noelle Adams	

Item	Information/Discussion	Action
	Meeting called to order @ 9:01a.m.	
1.	**Welcome and Quorum Check** *For information*: **8 voting members were present**	
2.	**Approve Today's Agenda** Motion made by Sara A. Woods and seconded by Nathaniel Rice 6 yes, 0 no, 0 abstentions	**Approved**
3.	**Approve November 18, 2022 Minutes** Motion made by Nathaniel Rice, seconded by Lisa Ulibarri 6 yes, 0 no, 1 abstention	**Approved**

4.	**Guided Pathways News/Updates** *Information:* a. **Chabot College & LPC College** **Chabot College – no update** **Kristy Woods at LPC College was a guest presenter for LPC Guided Pathways** • **LPC Guided Pathways:** ○ Canvas is a game changer as it allows the college to send targeted information (campus events, academic deadlines, student services, campus clubs, & holistic supports directly to the student. ○ Canvas sites are predominantly web-based with the hope the links never change and the content is always up to date. Departments can discuss with their CCC peers on how their sites look and Guided Pathways is working with the departments of LPC regarding what the departments want to communicate to their students. ○ Rollout will be in phases with phase 2 rolling out in the fall ○ When students apply, they will manually enter into Canvas Courses based on their major code, their academic & career declaration or undecided. This will put them in 1 of 7 academic & career pathways or as an undecided. This information will be batched manually (uploaded to Canvas) based on either the W# or email of the student. ○ District IT will provide LPC with student information (W#, email, academic goal based on declared major and then twice a semester (before semester & during semester to capture late add/late start students/ students who change majors) put them in Canvas shells. ○ Some colleges have highly successful monitored discussion boards where students ask questions and some schools have chosen not to have discussion boards. More discussion is warranted. ○ Concerns raised by Technology Coordinating Committee were ▪ What would be the effect on the system batch uploading thousands of students and only doing it a couple times a semester and given the upload is manual, how would to take out students who changed majors. ▪ Would Canvas delete students out if registrations aren't marked in BANNER? ▪ Will the sites be live or non-instructional? ▪ FERPA: Will former students be removed from the manual feed? Will there be a new feed? ○ Guided Pathways responses to above listed concerns: ▪ Guided is currently looking at non-instructional sites ▪ The goal is to eventually figure out a way to automatically put students in Canvas by pulling information from BANNER not based on a CRN but based on major code. ▪ Former students who enrolled in the last two years, Guided Pathways is reaching out to them to try and get some to return to LPC. ▪ FERPA: Students have to choose to accept or decline the invitation to join the class. By choosing to join the Canvas class, they're choosing to be in there.	**Discussion**	

	b. District, CRM Recruit, CRM Advise, & Degree Works
	    o **CRM Recruit:** The District is currently looking how to re-engage given new technological developments from Ellucian and feedback from the Kennedy & Company analysis of our recruitment practices.
	    o **CRM Advise:** We have started to determine the configuration of CRM Advise and close to getting a contract signed for automated email. Recruit and Advise have the ability to send both text and email but a third party (Spark Post) service is needed to tie Advise to provide 250,000 messages at a time.
	    o **Degree Works:** Still trying to find funding. Merger would allow us to pump data from Degree Works to CRM Advise cards.	

5.	**Ongoing Project Review & Updates**
	Information:
	
	    a. Ellucian Experience (My Portal):
	       o Now picking up roles allows for more customization
	       o Week of March 13: Go live for faculty and staff
	       o Intuitive to use but developing training videos for faculty and staff
	       o Will run parallel with Class Web for a while so registration will not be negatively impacted.
	       o Access to books: A future phase of My Portal: A card can be created that will be like Class Web that students could go to or, there will be a link from My Portal into the old version of Class Web Ellucian Self Service 8 so they'll see essential the same page.
	       o FAQ not available in Phase 1.
	    b. Cloud hosting Ellucian Applications
	       o All hardware supporting BANNER, Degree Works, etc. is coming up on end of support for IBM. We are looking at Cloud hosting options as hardware options from a cost perspective will lock us in to a 5 – 7-year commitment.
	       o Cloud hosting is a more viable option.
	          i. Ellucian has Software as Service (SAS) but if we go with that, it will wipe out the years of customizations we have in the system and requires departments to follow the Ellucian Business Process which we are not nor will be ready for anytime soon. SAS is also not ready for us to be wholly dependent on.
	         ii. What we are looking at is a hosting site that will either host all the operating systems and applications on a cloud provider like AWS or moving to something like Oracle where they also host our database and the applications sit on top of it. Discussions are active.	

6.	**Installing Zoom Apps** *Information and discussion:* a. This is on the February agenda for the Chancellor's Cabinet along with other college-wide apps such as Canvas plug-ins.	

7.	**CVC/OEI Exchange**
	Information: Scott Vigallon provided a non-technical update
	    a. Integrating live seat counts into the CVC Course finder:
	        o 1st step before the District can start the integration work to become teaching colleges for both CC & LPC
	        o Progress: schedulers from both colleges came to test out the work that had been done & provide feedback. Since then, the CVC found technical issues. The main issues are with Ethos either not being updated enough or not working well enough so they are currently trying to get past that issue. These issues seem to be with the State Chancellor's office.	

8.	**District ITS News/Updates**
	    a. State Security Funding: not based on size of the district but on the answers provided on questionnaires from the State.
	        o Based on the work we've done so far, we are a medium need college district, a high need college district
	        o Medium need schools get ~$50,000 less than high need schools
	        o The State is spending the money on our behalf (ex.: The state purchased Microsoft security suite for us.)
	        o The State has not been clear regarding ongoing funding/allocation of funds.
	        o The State has told us what we need to do and what they will provide but have not discussed the amount of funding yet.
	
	    b. Multi Factor Authentication Pilot: State mandated
	        o **Laptops currently have VPN**
	        o **O365 MFA Pilot:** no ETA on the roll out date
	        o **Works the same as your bank.** At login, it will send you a text and you enter the code to get into O365.	

9.	**College Technology Committees News/Updates**
	    a. **LPC: (Tim Druley)**
	        o Counseling department requested a couple new SARS sites for probation and dismissed students
	        o E911 system – paperwork is getting done
	    b. **Chabot: (CTO Griffin on behalf of Heather Hernandez)**
	        o Classified Senate is looking for new pay for print solution at Chabot as well as combining that with free printing from students if they can get funding.
	        o Setting up another demo for end of month WEPA
	        o Looked at PaperCut
	        o Go-print is current system at Chabot	

14.	**Good of the Order** o Christy Davis asked for a regular update on the DE Classrooms at LPC. CTO Griffin responded with in addition to the DE Classrooms, there are other larger buildings that also need to be equipped and the equipment contractor (Extron) is piecing the projects out one piece at a time. He also said a regular update will be added to the TCC agenda going forward. Scott Vigallon gave a brief update that in one DE Classroom, the OWL cameras have been removed and replaced with two cameras (one on the ceiling and one on the wall). Scott hopes that room will be completed in time for LPC's March 16 Flex Day so he can show the technology in action.	

	Good of the Order (cont'd)
	      o Scott Vigallon asked about T-Mobile users not getting much of a signal on either campus to which CTO Griffin explained T-Mobile has been unresponsive to repeated attempts to try to get them to bring their signal on-site. It is presumed this is due to the merger of T-Mobile with Sprint creating organizational/prioritization issues at T-Mobile.
	      o Bill Komanetsky asked for an update on "easier domain names" and CTO Griffin said it is on the February agenda of the Chancellor's Cabinet. Wing Kam asked what happens after the Cabinet meeting and CTO Griffin said the Cabinet would likely define how they take the input.	

	Meeting Adjourned at 10:02 with 8 affirmative votes. **Future Meetings: Mar 10, Apr 14, May 12**	