Technology Coordinating Committee (TCC) Regular Meeting Minutes
Friday, November 18, 2022, 9:00am - 10:30am
Prepared by: Ann-Marie Fisher

Attendance: 8 voting members, 3 non-voting, and 11 guests, total of 22 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)**	Chasity Whiteside	Hermina Sarkis Kelly
☒ Nathaniel Rice (CC)	☒ Miguel Colon (CC)	Wendy Poling	Faris Alsaad
☐ Stephen Gunderson (LPC)	☒ Lisa Ulibarri (CC)	Thomas Dowrie	Jennifer Farber
Vacant (ITS)	☒ Carlos Moreno (LPC)	Ann-Marie Fisher	Angela Castellanos
Bruce Griffin (DO)	☒ Jeff Judd (LPC)	Theresa Fleischer Rowland	
College IT Managers (2)	**Bargaining Units (2)**	Cathy Gould	
☒ Sara Woods (CC)	☐ Debbie Fields (FA)	Danita Troche	
Stephen Gunderson (LPC)	☐ Timothy Druley (SEIU)	Kristen Whittaker	

Item	Information/Discussion	Action
	Meeting called to order @ 9:44am	
1.	**Welcome and Quorum Check** *For information*: **The meeting did not meet quorum until 9:44am**	
2.	**Approve Today's Agenda** *For action:* Request to move item 5 Installing Zoom Apps to the top of today's agenda. Nathaniel Rice motioned, Sara Woods seconded. 9 yes votes.	Approved
3.	**Approve October 14 Minutes** *For action:* Nathaniel Rice moved to approve, Sara seconded. However, Scott Vigallon mentioned the following revisions are needed.	Approved

	Under "Disabling ePortfolios in Canvas" the following statement needs to be changed from "Students who have or are using the portfolio function will be notified that it is going to be removed by next weekend" (October 22 – 23) to Students who have or are using the portfolio function will be notified that it is going to be removed after the semester. A discussion between Scott Vigallon, Christy Davis, and Bruce Griffin about what dates were discussed in the October meeting. Scott believes the date mentioned in the October meeting is not feasible but since "after the semester" was not mentioned in the October meeting, Bruce griffin didn't think the change should be made in the minutes and said he thought the sentence should be struck from the minutes. The other item up for revision was under "Using Ally vs. Pope Tech" which states: "The administrative part allows administrators to go in to Canvas…" but Scott Vigallon recommended the following revision for the sake of clarification: "The administrative part allows Canvas administrators to go in to Canvas…" A vote to approve the October meeting minutes with the above listed changes was held. Scott Vigallon motioned, Christy Davis seconded. There were 7 yes votes, one abstention by Miguel Colon and 0 no votes.	
4.	**Ongoing Project Review and Updates:** *Information and discussion:* a. Ellucian Experience Demo: this was done offline prior to meeting quorum	
5.	**Installing Zoom Apps:** *Information and discussion:* Christina Davis provided an update regarding requests for Zoom apps with regard to vetting Zoom apps for security and ADA compliance purposes. Along with Scott Vigallon she would like an official policy/procedural process in place at a District-down level given Zoom is used District-wide they feel it is important to have a District level policy/procedure that addresses the security and ADA compliance issues. CTO Griffin asked VC Theresa Fleischer Rowland such a policy rises to the level of an actual AP. VC Fleischer Rowland asked for clarification of what apps for Zoom do. Christy Davis explained the apps allow users to change their virtual backgrounds, to add timers, and whiteboard features and mentioned these functionalities are already in place on Canvas. Christy went on to say that some apps are free, some not and some start off as free and then the user needs to pay for them. Most of the apps are student facing and therefore students would impacted by them causing concerns such as will the use of these apps be based on personal expression. Another concern are apps for whiteboards which if downloaded would create duplicate whiteboard applications as the District's pro account already provides a whiteboard app. Additionally, there is no way for the campuses or district to vet the hundreds of available apps for ADA compliance or security purposes, and payment issues also arise from should faculty decide to use apps for instructional purposes which would impact Hyflex and synchronous classes. Will Canvas administrators also be Zoom administrators? Will there be a district Zoom administrator who can request an app or multiple apps, and will that person have the bandwidth to support those apps? At the college level, an app can be approved for an individual or everybody but a Zoom administrator has to go in an approve for each individual request and there are currently 2,260 apps for Zoom.	

	Bill Komanetsky mentioned it would be nice for CTO Griffin to issue a statement to Zoom users that they may not want to download apps to Zoom due to security concerns so that people are aware of potential risk and that the District is working on addressing the matter. CTO Griffin and VC Fleischer Rowland agreed to take this matter to Senior Leadership for their opinion on how best to move forward.	
6.	**Enhanced Login for ClassWeb** *For discussion:* a. Login on one page, password on another: according to CTO Griffin, once OKTA is in place in late Spring 2023, this will be a moot point as the login page will go away at that time.	
7.	**Simplification of laspositascollege.edu Domain Name and Zonemail for Student** *Information and discussion:* This was discussed prior to quorum being met however CTO Griffin reiterated that both LPC.edu and Chabot.edu are available but we need to address the formal mechanism to add a second domain to make sure everyone primarily at the presidential level are on board in order to get the official approval to move forward. Edu domains are managed by a group called Edge. In order to receive an .edu domain, the institution must be an accredited Higher Education Institution.	
8.	**CVC/OEI Exchange** *Discussion:* Before the actual integration work can start, a substantial questionnaire needs to be completed and Stacey Followill is looking into the new Ellucian code which is needed to make sure the class codes match up. The plan going forward is for Stacey, Christy, CVC, and Scott Vigallon to meet each Tuesday until the middle of January to make sure we accomplish these goals by mid-January which will be too late for the Spring semester. We are do not have enough staff to handle this but CVC/OEI are working with us and understand we're starting the process and only have one person working on it.	
9.	**District ITS News/Updates** *Discussion:* ITS hired Kristen Whittaker as the new Application Services Manager. She started on November 16, 2022. Kristen will be guiding us forward with Banner and its supporting applications. We continue to do security work in the background which will be ongoing. We are also working on modifying our backups into the Cloud on the Banner side for Windows and Red Hat servers and recovery to address threats.	

10.	**Guided Pathways News/Updates**
	 Information:
	     a. **Chabot College & Las Positas College:** no updates
	     Chabot: District, CRM Recruit, CRM Advise, & Degree Works:
	     CRM: The District is engaged with Kennedy & Company as they are reviewing CRM products and will be making recommendations with regard to CRM. We are very near being ready to go live. On the technical side, we're ramping up another test run of provisioning our data into the Cloud and will have actual production data into pre-production Cloud once we address a paging issue on the Unix server.
	
	     Degree Works: We are still searching for funding on the upgraded merger.	

11.	**College Technology Committees News/Updates**
	     a. **LPC & Chabot:**
	     LPC: no update
	     Chabot: The student experience Portal Demo went well, and they're taking on an idea of trying to improve tech idea. They don't have a form yet, but are working on it. They did do two reviews of the completed tech plans and there were no recommended revisions.	

12.	**Good of the Order:** Scott Vigallon mentioned on November 28 students who have been using the ePortfolio tool during the 2022 calendar year will receive an email letting them know that the tool will be going away on January 3, 2023. Students will be asked to download content they have that they want to use on the new and better folio tool. They will be provided with a link to an instructional web page that will show them how to download the content and how to access the folio tool.	
	Meeting Adjourned at 10:25am by a motion from Sara Woods that was seconded by Nathaniel Rice. Motion carried with six yes votes **Future Meetings: Dec 9** **Spring 2023 Meeting Dates: Feb 10, Mar 10, Apr 14, May 12**	