


Attendance: 13 voting members, 1 non-voting, and 8 guests, total of 20 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)	<input checked="" type="checkbox"/> Cathy Gould (DO)	<input checked="" type="checkbox"/> Theresa Pedrosa (CC)
<input checked="" type="checkbox"/> Lisa Ulibarri (CC Faculty)	<input type="checkbox"/> Angela Castellanos (CC)	<input type="checkbox"/> TBD (LPC)
<input checked="" type="checkbox"/> Tim Druley (LPC Classified)	<input type="checkbox"/> TBD (LPC)	
Administration (4)	Academic Senate (4)	Distance Education (2)
<input checked="" type="checkbox"/> Stephen Gunderson (DO)	<input checked="" type="checkbox"/> Lisa Ulibarri (CC)	<input checked="" type="checkbox"/> Christina Davis Roza (CC)
<input checked="" type="checkbox"/> Sara Woods (ITS)	<input checked="" type="checkbox"/> Thomas Lothian (CC)	<input checked="" type="checkbox"/> Kathleen King (LPC)
<input checked="" type="checkbox"/> Nathaniel Rice (CC)	<input checked="" type="checkbox"/> Jeff Judd (LPC)	
<input type="checkbox"/> Traci Peterson (LPC)	<input type="checkbox"/> TBD (LPC)	Guests:
		Ann-Marie Fisher Robyn Tornay
College Technology Services (2)	Bargaining Units (2)	ReVoyda Starling David Rodriguez
<input type="checkbox"/> TBD (CC)	<input type="checkbox"/> Debbie Fields (FA)	Chasity Whiteside Rachel Ugale
<input checked="" type="checkbox"/> Sherman Lindsey (LPC)	<input type="checkbox"/> Timothy Druley (SEIU)	Erika Dishman Stacey Followill

Item	Information/Discussion	Action
	Meeting called to order @ 9:02am	
1.	Welcome and Quorum Check <i>For information: Quorum met at 9:02am</i>	
2.	Approve Today's Agenda (action item) Cathy Gould made a motion to approve Jeff Judd seconded The agenda was approved with 6 yes votes, 0 no votes, 0 abstentions.	Approved
3.	Approve March 13, 2026 Minutes (action item) Kat King asked for the following change to the March minutes: in LPC's College Technology Committees/News Updates, she asked that "Kat King continues to manage" to "Kat King continues to support". The revision was made in real-time during the April 10 meeting. President Pedrosa made a motion to approve with above listed revision and Cathy Gould seconded. The minutes were approved with 10 yes votes, 0 no votes, 0 abstentions.	Approved

<p>4.</p>	<p>ITS Staffing <i>(Information)</i> CTO Griffin provided the updated.</p> <p>a. Administrative position Application Services Manager position: final interviews are scheduled for the week of May 1st.</p> <p>b. Classified positions: there are two open positions ITS Project Coordinator Admin Analyst II</p> <p>c. Staffing Plan As a result of the SERP, we are currently working on a staffing plan to address how best to provide the best possible support and how we will fill openings created by the retirements. If all goes well, we plan to be back up and running in April 2027 with supports in place.</p>	
<p>5.</p>	<p>IT Strategic Plan <i>(Information)</i> CTO Griffin, Dr. Alex Karan (Chabot College), and David Rodriguez (Las Positas College) provided the updated.</p> <p>Dr. Karan (Chabot College Institutional Research) and Mr. Rodriguez (Las Positas College Institutional Research) presented a survey they are developing for students that is assisting ITS to develop its IT Strategic Plan.</p> <p>To better identify future technology investments that improve student access, learning, communication, navigation, and readiness, the colleges’ departments of Institutional Research developed a comprehensive survey to find out what the students’ experience with technology at Chabot College and Las Positas College has been during the past academic year.</p> <p>In addition to questions around what kind of devices they use (laptop, cell phone, etc.), there were also questions around AI and equity in the survey. For instance, not everyone has internet at home so where do they go besides campus to get an internet connection. Again, the goal of the survey is to identify the biggest technology pain points for students so we can address those issues and provide a better learning environment.</p> <p>Discussion ensued about developing additional questions around accessibility and equity specifically with regard to utilization of the DSPS offices and affordability of AI tools, demographic questions for students with disabilities, and questions about technology procured by the colleges for the students.</p> <p>Attached is the survey in its entirety.</p> <p> Tech Planning Surveys 2026_DRAFT</p>	

6.	<p>Consolidation and Share-out of Evidence for Accreditation (Goal 2) <i>For information:</i> Tim Druley provided the update.</p> <p>Las Positas College is collecting feedback on their report which is posted to their accreditation website. Responses have been quite limited as of the time of this meeting. The link to the report is here: https://laspositascollege.edu/accreditation/feedback.php</p>	
7.	<p>Accessibility Capability Deadline April 2026 <i>For information:</i> CTO Griffin provided the update.</p> <p>a. Share-out The State Chancellor’s Office, through the Tech Center provides a service called the Accessibility Compliance Maturity Model which measures our abilities around accessibility. In addition to a survey, they also have a 4-hour all-administrator session and then individual sessions for each site: both colleges and the district office.</p> <p>b. Accessibility Compliance Maturity Model (ACMM) The plan was to do this in September, however, due to the number of departures in December due to the SERP, we did not want to run the risk of not taking action for months after receiving feedback from the Tech Center so we are working on getting the timeline of the sessions pushed to Spring 2027 so that we can take action immediately after the sessions.</p>	
8.	<p>Academic Software Acquisition Update (Goal 4) <i>For information:</i> CTO Griffin provided the update.</p> <p>Purchasing is onboard with the format of the new form. The next step is one final approval from SLT and then an announcement going out to the community about what the process is with the goal of having this fully developed for Fall semester.</p>	
9.	<p>SSB9 Update <i>Discussion:</i> CTO Griffin provided the update.</p> <p>a. Faculty Rollout & Rosters The official rollout is April 20. A big thanks to the team who is handling this as rolling this out broke other things within Banner which had to be repaired, which is not uncommon for the vendor. This rollout is much bigger than rolling out a new version of Microsoft Office and like anytime new versions of software is rolled out, it is significant for all concerned, the technical folks behind the scenes and the users.</p> <p>Look for a communication about links and pointers to SSB9 that will start to get cleaned up.</p>	

10.	<p>District ITS News/Updates <i>For information</i></p> <p>CTO Griffin provided the update.</p> <ul style="list-style-type: none"> a. HelpDesk Software Update This will be put on hold until the fall as we cannot find a vendor with an acceptable price point. Thanks to Sara Woods for leading this effort and to all those who did the evaluations. b. Email Send Limits There will be a communication sent out about this and it will also be covered in an upcoming IT Forum. The hourly rate at which someone can send out messages has been increased from 600 to 1,200 which should still keep us under the 10,000 email per day cap over the course of the 8-hour workday. <p>If you send to the Chabot list, that goes to the eServer list which is one recipient so you are not using your 1,200 up that hour. However, if you create a list within Outlook, each person on that list is an individually and if there are 20 people on that list, then 20 recipients received that email. 20 emails are still well below the cap for the hour.</p> <p>We do not have any control over the 10,000 emails per day. That is Microsoft’s limit and we cannot adjust it and we wouldn’t want to for fear of being block-listed. There are roughly 50 organizations that use automated systems to monitor email senders and flag individual senders they deem to be sending spam and then put the entire organization those senders work for on a list. As the systems are automated, there isn’t a human that can be contacted to correct this if your organization is added to the list. The only resolution is to wait 48 hours to be removed from the list.</p>	
11.	<p>College Technology Committees News/Updates <i>For information</i></p> <ul style="list-style-type: none"> a. Las Positas College – no update. b. Chabot College The update was provided by Tom Lothian. Chabot has finished PAR reporting and at the next IST meeting will be begin working on the accessibility requirement changes. 	

<p>12.</p>	<p>Good of the Order</p> <p>From developing a written AI-policy for staff and what should look like, to providing classified professionals training and the proper and myriad ways of using AI, AI consumed Good of the Order.</p> <p>Cathy Gould asked for a written staff policy on the use of AI. The document should be a living document that can change as the landscape changes.</p> <p>Tim Druley mentioned an admin/classified AI training on ChatGPT during LPC’s Flex Day and said he uses AI frequently as it saves him time. And, Nathaniel Rice mentioned AI can be used for so many things: a coding tool, image generation, and how misunderstood AI’s capabilities are and that it is not a one-size-fits-all tool. This is why guardrails need to be in place to protect sensitive information and prohibit users from uploading sensitive information.</p> <p>While AI training for classified personnel continues at the colleges, ITS will receive IT-specific training in June.</p> <p>Additionally, cost plays a factor. Microsoft 365 Copilot is cooked into Microsoft 365 but not with the pay-level functionality that comes with Copilot. Site licenses will be cost prohibitive.</p>	
	<p>Meeting adjourned at 10:06 a.m. by CTO Griffin</p> <p>Spring 2026 Meetings: May 8 Fall 2026 Meetings: Sept 11, Oct 9, Nov 13, and Dec 11</p>	