



GCCCD Vision, Mission and Value Statement

Vision: Transforming lives through learning.

Mission: Provide outstanding learning opportunities that prepare students to meet community needs and future challenges of a complex, global society.

Value Statement: Cultivate a student-centered culture of excellence, trust, stewardship, and service.

Technology Coordinating Council

Thursday, May 18, 2017, 3:30-5:00 pm
CC Student Center, Room I-209

Members Present X

Chair: Julianna Barnes

Presidents alternate as Chair every year

CC President	Julianna Barnes	X	Sr. Director IS	Brian Nath	X
GC President	Nabil Abu-Ghazaleh	X	CC Dean, LTR	Kerry Kilber Rebman	X
CC VPSS (Int)	Aiden Ely	X	GC Dean, LLR (Int)	Nadra Farina-Hess	X
GC VPSS	Marsha Gable	X	DCEC Rep		
CC VPI	Pat Setzer	X	HR Rep		
GC VPAA	Katrina VanderWoude	X	Faculty Rep, CC Tech Comm	Pat Newman	X
CC VPAS	Sahar Abushaban	X	Faculty Rep, GC Tech Comm	Janet Gelb	X
GC VPAS	Lorenze Legaspi	X	Class Senate Rep	Dawn Heuft	X
VC Business Svc.	Sue Rearic	X	Guests:		
VC Workforce & Org. Dev.	John Valencia	X	Tech Programs Mgr	Asma AbuShadi	X
AVC RP&T	Christopher Tarman	X	Tech Programs Mgr	Jessica McKean	X
GC Sr. Dean, CPIE (Int)	Aaron Starck	X	Recorder:	Valeri Wilson	X
CC Sr. Dean, IESE	Bri Hays	X			

Notes:

Item	Summary	Follow-up/Action
1. Business Process Analysis <ol style="list-style-type: none"> March 8-9 Workshop Debrief & Next Steps (Attachment) Facilities BPA Grant BPA 	<p>The draft Technology BPA workshop summary was electronically distributed to all TCC members. The document includes draft processes and rubrics for:</p> <ul style="list-style-type: none"> Employee computer and printer requests Annual tech requests for new or replacement of existing software or hardware (requests through Program Review) Off-cycle requests for software or hardware <p>Still in development are processes for requests related to:</p> <ul style="list-style-type: none"> Building remodels and/or new construction (a Facilities BPA is scheduled for tomorrow, and will include discussions on this topic) Grants 	<ul style="list-style-type: none"> Chris Tarman will lead a small workgroup to complete the rubric, request forms, and Statement of Work (SOW). Brian Nath, Kerry Kilber Rebman, and Nadra Farina-Hess volunteered to join the workgroup. The workgroup will aim to have the plans ready for review at the TCC meeting in August. The processes can then be vetted through the senates; and a communication plan developed. In the meantime, each site (CC, GC, DS) will determine who/what group gathers and ranks the requests before forwarding to TCC to be combined and ranked together.

<p>2. Student Systems Options</p> <ul style="list-style-type: none"> a. Rubric b. Vendor Demos 	<p>Pat Setzer reported that the workgroup brainstormed a list of features they would like to see tested during Ed Plan software demonstrations. They separated the features by “essential” versus “desirable,” and developed a prioritized list of 16 essential features. The highest ranked items were “Ease of Use” and “Degree Audit Integration.”</p> <p>Council members discussed how to proceed with the demos; whether to see them before or after creating a rubric; and gathering feedback from colleges who have used the vendors. There was support for giving the vendors a rubric and script to address, plus allowing time for them to show what else they can do. Brian will lead a small group in developing the rubric and script. Mid-June was the target timeline for the vendor demonstrations.</p>	<ul style="list-style-type: none"> ▪ Chris, Brian, and IS will start contacting vendors regarding demos. ▪ Attendees for the demonstrations will include TCC members, plus each site will send Chris a list of additional invitees. ▪ Brian will coordinate with the workgroup regarding the rubric and script. Additional names mentioned for the group include: <ul style="list-style-type: none"> ♦ Chris Tarman ♦ Pat Setzer ♦ Marsha Gable ♦ Jessica McKean ♦ Asma AbuShadi
<p>3. Security</p> <ul style="list-style-type: none"> a. IS Information Security Program b. BP/AP 3720 c. Information Security Status and Plans 	<ul style="list-style-type: none"> a. Chris displayed the District’s Information Security Program document and reported that security is one of the district’s top priorities. Aaron Starck shared that there are financial aid requirements specifying that security plans must be in place, and this document meets the first-level requirement. Council members reviewed the document and supported Chris’ request to publish this on the district’s website. b. Brian displayed proposed revisions to BP/AP 3720. Council members discussed the revisions; whether or not to include protocols or information regarding steps being taken to protect the district’s information and systems; and whether the AP’s Overview section needs to include language regarding protecting against access by unintended users. TCC supported moving forward with the revisions, with the recommendations to link the Information Security Program as an attachment where referenced in the AP and to correct a typo, as highlighted in the attached document. Additionally, the BP/AP will be reviewed and assessed to determine if further revisions are necessary. c. Chris displayed the Information Security Status document. Brian pointed out the eighth bulleted item, regarding removal of “system administrator” rights to desk top computers. Users will not be able to download software or updates onto computers, and requests must go through the IS Department. Council members discussed concerns with this transition, 	<ul style="list-style-type: none"> a. The Information Security Program document was approved to publish on the district’s website. b. The proposed revisions to BP/AP 3720 were supported to move forward with the additional revisions as noted. Brian and Chris will assess whether further revisions are necessary. c. Brian and IS will continue developing the plan for how to roll out and communicate the “system administrator” removal from desk top computers.

	<p>including how to handle urgent or time-sensitive needs and the need for broad and detailed communication. Brian advised he will be contacting other community colleges to see how they handle this, what the issues are, and what to look out for. He said they anticipate starting to implement this in August when Windows 10 is rolled out.</p>	
<p>4. Infrastructure Projects</p> <ul style="list-style-type: none"> a. Wireless Upgrades b. Voiceover IP c. Network Upgrades 	<p>Brian shared the goal of having the Wireless Upgrades, Voiceover IP, and Network Upgrades all installed within one year from now. This will require help in planning out the projects and assessing the magnitude in scope, resources, and hours.</p>	
<p>Next Meetings:</p> <ul style="list-style-type: none"> ▪ Vendor demos: June 2017 dates tbd ▪ Regular meeting: August 17, 2017, 4:00-5:00 p.m. at Grossmont College 		