

# Technology Planning & Policy Council (TPPC)

Charge: <https://intranet.gcccd.edu/tppc/default.html>

## NOTES

September 20, 2023

10:30am – 12:00pm

Cuyamaca College, Room E-106

<https://gcccd-edu.zoom.us/j/81699896221>

### Council Members

Name	Title	Attendance
Kerry Kilber Rebman	Associate Vice Chancellor, Technology (Chair)	<input checked="" type="checkbox"/>
Barbara Gallego	Associate Vice Chancellor, Educational Support Services	<input checked="" type="checkbox"/>
Agustin Albarran	Vice President, Academic Affairs, Grossmont College	<input type="checkbox"/>
Jeanie Machado Tyler	Vice President, Instruction, Cuyamaca College	<input type="checkbox"/>
Vacant	Vice President, Administrative Services, Grossmont College	<input type="checkbox"/>
Nicole Salgado	Vice President, Administrative Services, Cuyamaca College	<input type="checkbox"/>
Marsha Gable	Vice President, Student Services, Grossmont College	<input type="checkbox"/>
Bri Hays	Vice President, Student Services, Cuyamaca College	<input type="checkbox"/>
Tate Hurvitz	Dean, Learning & Technology Resources, Grossmont College	<input checked="" type="checkbox"/>
Jessica Hurtado Soto	Dean, Learning & Technology Resources, Cuyamaca College	<input checked="" type="checkbox"/>
Nicholas Gekakis	Faculty Representative, Technology Committee, Grossmont College	<input type="checkbox"/>
Brianna Brown	Faculty Representative, Cuyamaca	<input type="checkbox"/>
Vacant	Classified Staff Representative, Technology Committee, Grossmont College	<input type="checkbox"/>
Amber Toland Perry	Classified Staff Representative, College Technology Committee Cuyamaca College	<input checked="" type="checkbox"/>
Robert Mountain	Classified Staff Representative, District IT	<input checked="" type="checkbox"/>
Claudette Clark	Student Representative, Cuyamaca	<input type="checkbox"/>
Leif Christiansen	Research & Planning Representative	<input checked="" type="checkbox"/>
Nicole Young	Recorder	<input checked="" type="checkbox"/>

### Charge:

Provides vision, strategy, policy and planning recommendations for the adoption, implementation and maintenance of technologies with an equity-minded focus. Serves in an advisory capacity to the District Executive Council. The council also provides the following:

- Development and monitoring of the districtwide Information Technology Plan for enterprise systems, administrative computing, and instructional technology
- Communication on the status of the Technology Plan and strategic priorities to stakeholder groups and existing councils and committees
- Communication and guidance to the Technology Operations Committee (TOC) regarding districtwide technology projects and priorities
- Communication and guidance to the College Technology Committees regarding technology initiatives
- Quarterly updates to the District Executive Council



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<b>Meeting Objectives</b>
1. Understand IEPI Governance Work
2. Draft Annual Council Goals
3. Review Draft District Technology Plan
4. Understand Required Elements for the GLBA (Gramm-Leach-Bliley Act)

<b>Agenda Item</b>	<b>Documents</b>
A. Welcome & Introductions	In Person Meeting No zoom today
<p>B. IEPI Governance Plan</p> <ul style="list-style-type: none"> <li>- Address Recommended Changes to Charge &amp; Composition with consultant</li> <li>- Address reporting relationships with consultant</li> </ul>	<p>Kerry updated the Council on the I&amp;E Plan. She shared that the plan is that each Participatory Council chair will work with a consultant to help guide any continuous improvement changes to the council charge and composition and how it operates. The plan is to get the consultants in place in the next couple of months. In the meantime, we are addressing some of the items called out in the plan such as standardizing agenda and notes templates across the councils and adhering to a standard distribution timeline (call for agenda items and sending out notes in a timely manner). The next step is to offer training on Participatory Governance through the program offered jointly by the Academic Senate of the California Community Colleges (ASCCC) and the Community College League of California (CCLC). Members of all district Participatory Councils members will be invited. Another one of the goals of the I&amp;E Plan is to distinguish between policy and operational work. Tate shared that Grossmont College created a document that shows what is operational and what is policy and offered to share it.</p>
C. Annual Council Goals	<p>The following were proposed as goals for the council this academic year:</p> <ul style="list-style-type: none"> <li>• Recommend the district technology plan for approval</li> <li>• Establish strong communication with the Technology Operations Group (TOG)</li> </ul>



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Agenda Item	Documents
	<ul style="list-style-type: none"><li>• Recommend Information Security Policies as required by the Gramm-Leach-Bliley Act (GLBA)</li><li>• Establish a process for providing feedback to TOG to refresh the prioritized project list.</li></ul> <p><b>Action:</b> The council will finalize goals at the October meeting.</p>
D. Draft District Technology Plan	<p>Kerry shared that the Tech Plan is intended to be a guiding document and that we will use the prioritized list from TOG, the Workday Optimization project list and any network/infrastructure/security projects as the Road Map / Action Plan to document progress on projects in support of the plan. The council would review and make recommendations annually on the Action Plan / Road Map.</p> <p><b>Action:</b> Members to take the draft plan back to their constituents and ask for feedback in advance of the October meeting.</p>
E. GLBA – Gramm-Leach-Bliley Act - Draft Policies Forthcoming	<p>The <a href="#">GLBA has 9 Requirements</a>, one of which is having a designated person to lead information security efforts. Steve Abat, Director of Information Security, serves in this role and will be bringing forth several new policies to help ensure that we are in compliance with the GLBA. This work will involve creating an information security program, which will include establishing data governance, including data standards, establishing information security standards and safeguards to support <a href="#">the FAFSA Simplification Act and the Futures Act</a>, and establishing cybersecurity training for employees and perhaps students. We will also establish a vendor risk management program and have already begun to require vendors to complete the <a href="#">HECVAT</a> as a part of the purchasing process.</p>
F. Review TOG Priority List and Provide Any Feedback	<p>Kerry shared the current student systems prioritized list with the Council indicating that several projects on the active list will be completed this fall. This will give us the</p>



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Agenda Item	Documents
	<p>opportunity to bring items up from the “Queue”. It was agreed that we need to create a process by which we can refresh the TOG list. In addition, we need to document how the college unit planning processes for technology requests are connected to the District process. We should also document that any new system requests that are for both colleges will receive a higher priority due to the alignment of the colleges. Kerry shared that IT is requiring a service request be submitted for all new requests that are not production/bug fixes.</p> <p>There was discussion around how projects are ranked and whether we should make recommendations to TOG around updating the rubric.</p> <p>Kerry shared that we are getting closer to implementing a project tracking software called Jira. We are launching it first within the Enterprise Systems department and then will branch out to the Education Support Services department. We hope to provide either a dashboard that anyone in the organization can look at for timely, detailed project updates or at least a report that is run and posted regularly.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"><li>• Create and document a process to refresh the TOG list.</li><li>• Document the process for connecting the college annual unit planning to the District process.</li><li>• Share the TOG rubric with the Council for review and recommendations.</li></ul>
G. Other Business	None

**Next Meeting Date:**  
**October 18, 2023 via Zoom**