Technology Planning & Policy Council (TPPC)
Charge: https://intranet.gcccd.edu/tppc/default.html

Minutes

September 18, 2024

10:30am – 11:30am

College Conference Room, Building 10 at Grossmont College

Council Members

Name	Title	Attendance
Kerry Kilber Rebman	Associate Vice Chancellor, Technology (Chair)	☒
Barbara Gallego	Associate Vice Chancellor, Educational Support Services	☒
Agustin Albarran	Vice President, Academic Affairs, Grossmont College	☐
Jeanie Machado Tyler	Vice President, Instruction, Cuyamaca College	☒
Nicole Salgado	Vice President, Administrative Services, Grossmont College	☐
Sheree Stopper	Vice President, Administrative Services, Cuyamaca College	☒
Courtney Willis	Vice President, Student Services, Grossmont College (representative)	☒
Victoria Marron	Vice President, Student Services, Cuyamaca College	☒
Tate Hurvitz	Dean, Learning & Technology Resources, Grossmont College	☒
Jessica Hurtado Soto	Dean, Learning & Technology Resources, Cuyamaca College	☒
Carl Fielden	Faculty Representative, Technology Committee, Grossmont College	☒
Vacant	Faculty Representative, College Technology Committee, Cuyamaca College	☐
Vacant	Classified Staff Representative, Technology Committee, Grossmont College	☐
Amber Toland Perry	Classified Staff Representative, College Technology Committee Cuyamaca College	☒
Vacant	Classified Staff Representative, District IT	☐
Gaby Trujillo	Student Representative	☐
Leif Christiansen	Research & Planning Representative	☒
Nicole Young	Recorder	☒

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

Meeting Objectives
1. Share Information Security Program
2. Review Council charge and composition and provide recommendations as needed.
3. Review Technology Related BP/APs and create a plan for completion.
4. Review prioritized project list and gather input.
5. Establish Council Goals for 2024-2025

Agenda Item	Notes
A. Informational Item: Information Security Program - Steven Domingo, Director, Information Security	Information Security Program Kerry welcomed the group and asked for introductions as we have some new members. Steven reviewed the updated Information Security program. It was already shared at the District Executive Council (DEC) in August in response to a Federal Financial Aid audit. Barbara shared it is even more critical for us to ensure we are in compliance with the Gramm-Leach-Bliley Act (GLBA) since we have moved our Financial Aid system into Colleague and since the FAFSA system is now sinking IRS information directly to financial aid. Steven shared that we are working on providing information security awareness training to employees as required by the GLBA. The training will not be mandatory for employees. Steven reminded members that if you plan to travel outside the U.S. or Mexico that you need to complete an Out of Country request form, which can be found on District IT's webpage. Students must request this as well if they want to access Microsoft products outside of the US or Mexico.
B. IEPI Governance Work Updated a. Review Charge & Composition Proposed Changes - Classified District Representation - Additional Student Rep - Faculty Representation - Terms b. Governance Handbook Forthcoming c. Council Chair and Member Orientation Forthcoming	Kerry reminded the members that as a part of the IEPI Participatory Governance work we need to review the Charge and Composition. This is something that should be done annually regardless. **After some discussion, the following recommended changes are under consideration for the Composition:** - Remove requirement of the Faculty representative being from the college technology committees. The representatives can still be from the college technology committees. Requiring this could be an added burden to the faculty members serving locally at the colleges. Having the flexibility would also allow for broader representation.

Agenda Item	Notes
	- Add a student representation from each college. There was a question on how students are selected and it was clarified that students are appointed by student government. -Change classified staff representative to one District Services representative. The role does not need to be from District IT or Research specifically. -Vice Presidents: There was a great deal of discussion around the Vice Presidents structure. It was suggested to include both the VPAA, VPI and VPAAs at both colleges on the agendas and allow them to determine whether they would like to attend based on the agenda. Vice Presidents of Student Services would remain as members. Setting terms limits was suggested: Recommendation was for two years and three for some to stagger membership. **After some discussion, the following recommended changes are under consideration for the Charge:** -Add development of board policies as it relates to technology -Better define the relationship and communication between TPPC, TOG and college committees. -TPPC will review Administrative Procedures as informational items. It was also mentioned that perhaps we need to change the meetings back to 1.5 hours as we ran out of time to cover all items. Kerry will provide an updated version of the charge and composition in the new format, with track changes on for review at the next meeting.

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C. Board Policies and Administrative Procedures
   a. AP 3720 – Updated at DEC on 8/13/24
   b. BP 3720 – Needs Review
   c. AP 3725 – Legally Advised
   d. BP 3725 – Legally Advised
   e. AP 3800 – Legally Advised
   f. BP 3800 – Legally Advised
   g. BP 6335 – Needs Review
   h. BP 6450 – Needs Review
   i. AP 6450 – Needs Review
	This was tabled due to time constraints.

D. Annual Review of District Technology Plan	This was tabled due to time constraints.
E. Review Current Prioritized Project List and Gather Input on any Recommendations Changes	This was tabled due to time constraints.
F. 2024-2025 Council Goals 23-24 Goals were: 1. Recommend the district technology plan for approval. 2. Establish strong communication with the Technology Operations Group (TOG) 3. Recommend Information Security Policies as required by the Gramm-Leach-Bliley Act (GLBA) 4. Establish a process for providing feedback to TOG to refresh the prioritized project list.	This was tabled due to time constraints.

Next Meeting Date: October 16th