



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

## Technology Planning & Policy Council (TPPC)

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

### NOTES

October 18, 2023

10:30am to 11:30am via Zoom

<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 checked="" type="checkbox"/> |
| Jeanie Machado Tyler | Vice President, Instruction, Cuyamaca College                                  | <input checked="" 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 checked="" 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"/> |

### Meeting Objectives

- |   |
|---|
| A. Review Information Security Policies, Drafts |
| B. Finalize Council Goals Annual                |
| C. Finalize District Technology Plan            |
| D. Review TOG Rubric                            |



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| Agenda Item                                     | Notes  |
|---|--|
| A. Information Security Policies, First Reading | <p>Kerry reminded the group of the Gramm-Leach Bliley Act (GLBA) and the need to create information security policies to ensure we are compliant.</p> <p>There will be about 10 new policies needed. Steve Abat, Director, Information Security presented four: An overarching BP for Information Security and 3 APs: Data Classification, Email Encryption and Vendor Risk Management. We plan to send a few more prior to the November meeting for a first read.</p> <p>A member asked who owns VPN (Virtual Private Network). Steve answered by stating that this is a District IT responsibility. There will be another policy forthcoming that will relate to this.</p> <p>There was another question on how these policies cover protection for remote work and on personal computers. Steve shared that our VPN is encrypted but whatever is stored on personal computer is not encrypted and that this is something we need to address.</p> <p>Once policies are recommended to move forward to the District Executive Council and are eventually board approved, we will need to have education and training for employees and maybe students. Part of the training will include documentation and instructions (maybe quick reference guides) on how to send encrypted emails and protect data. Offering regular workshops during Professional Development weeks and throughout the year were recommended.</p> <p>Note initial recommendation from members to separate out Technical Data Administrators under II.C Responsibilities.</p> <p><b>Action:</b> Kerry to send the link to the HECVAT (Higher Education Community Vendor Assessment Tool) to the council. The HECVAT will be required for any vendor that has access to our data. We need to create a standard operating procedure for this, such as a minimum acceptable score. Kerry shared that her preference is 90%. We need a procedure for when a vendor scores below this or fails to provide the HECVAT. We will need to balance business need versus information security risk when making these decisions.</p> |



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| Agenda Item             | Notes  |
|-------------------------|--|
| B. Annual Council Goals | The council agreed to the following goals for 2023-2024:<br><ol style="list-style-type: none"><li>1. Recommend the district technology plan for approval.</li><li>2. Establish strong communication with the Technology Operations Group (TOG)</li><li>3. Recommend Information Security Policies as required by the Gramm-Leach-Bliley Act (GLBA)</li><li>4. Establish a process for providing feedback to TOG to refresh the prioritized project list.</li></ol> |
| C. Technology Plan      | The council made the recommendation to move the draft Tech Plan forward to the District Executive Council.   |
| D. TOG Rubric           | Action: Kerry to share the Rubric with the council for review.   |
| E. Other Business       | None   |

**Next Meeting Date:**  
**November 15, 2023 via Zoom**